

GrandView®

*Powerful Outlining for Faster Organizing,
Planning and Writing*

Reference Guide



GrandView®

Reference Guide



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GrandViewTM

*Powerful Outlining for Faster Organizing,
Planning and Writing*

GRANDVIEW 2.0 REFERENCE GUIDE

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INSTALLING GRANDVIEW

This section describes the contents of the GrandView package and shows you how to run the GrandView Installation program and how to personalize your copy of GrandView. It also describes how to make backup copies of all the disks in this package and how to approach using the GrandView documentation.

Getting Started

The very first things you should do are to check the contents of the GrandView product package and confirm whether or not your system is configured to run GrandView. Then, you should completely fill out the registration card and mail it to Symantec. (The registration card is included in the enclosed *Customer Service Plan* booklet.)

Check System Requirements

Listed below is the minimum hardware that you must have to run GrandView:

- An IBM® PC™, PC XT™, PC AT™, IBM Personal System/2™, or a 100% IBM PC compatible computer
- At least 320KB random access memory (RAM)
- Two 5 1/4-inch 360KB minimum capacity disk drives, or one 5 1/4-inch 360KB capacity disk drive and a hard disk drive

NOTE:

For your convenience, three 3 1/2-inch disks are also included. If your computer system is configured for this disk format, then you should have at least one 3 1/2-inch drive. However, it is recommended that you have either two 3 1/2-inch drives, or one 3 1/2-inch drive and a hard disk drive.

- A monochrome or color monitor

- PC/MS DOS Version 2.0 (or higher)

NOTE: *DOS Version 3.3 or higher is required for the IBM Personal System/2 models*

- A mouse (optional)
- A printer (optional)

Check Package Contents

Listed below are the contents of the GrandView product package. If any of these pieces are missing from the package, contact your Symantec dealer (the company from whom you purchased the product).

- Five 5 1/4-inch disks labeled *Program Disk 1*, *Program Disk 2*, *Sample Files/Utilities Disk*, *Printer Driver Disk 1*, and *Printer Driver Disk 2*.
- Three 3 1/2-inch disks labeled *Program Disk*, *Sample Files/Utilities Disk* and *Printer Driver Disk*.
- The Symantec Customer Service Plan booklet which includes your registration card and several pre-printed labels with your registration number. Follow the directions in the Customer Service Plan for the correct placement of these labels. It is very important that you record the number printed on these labels. It identifies your copy of GrandView, and will give you access to the Symantec Product Support department. Take a moment now to write down your GrandView registration number inside the GrandView Reference Guide, or use one of the labels provided.

NOTE: *If you purchased your copy of GrandView outside the United States, your package may not include a Symantec Customer Service Plan booklet. For information on product support for GrandView, see your Symantec dealer (the person, or company, from whom you purchased GrandView). All GrandView packages, regardless of whether they were purchased inside or outside the United States, do include a registration card.*

- The *GrandView Quick Reference Guide*, a folded card listing many of GrandView's keyboard commands.
- The *GrandView Reference Guide*
- *Making the Most of GrandView*

Mail Your Registration Card

You will be entitled to free support from Symantec if you complete and mail the registration card included in your GrandView package. When Symantec receives your registration card, you will become a licensed owner of GrandView, with all the respective rights and privileges. You will be eligible for warranty coverage, special promotions, new update programs, and notices of future products and services from Symantec.

So, mail that registration card—today!

Make Backup Copies

To make backup copies of your GrandView disks you use the DOS Diskcopy command.

To make backup copies of your GrandView disks:


1. Insert the DOS system diskette in the A: drive, and a blank diskette in the B: drive.

Then, at the A> prompt, type

```
A>DISKCOPY A: B: 
```

2. Take the DOS diskette from the A: drive, and insert the disk labeled *Program Disk 1* in the A: drive.

Press any key to make a backup copy of the GrandView *Program Disk 1*.

3. After the disk copy is complete, you will be asked if you would like to copy more diskettes. Press  for Yes. Repeat the procedure for the additional GrandView diskettes.

You now have made one backup set of the original GrandView diskettes.

4. Label the diskettes, and set them aside.



NOTE: When you use the Installation program (see the following procedure) you should use the backup copies you made here, not the original disks.

Safeguard Your Original Diskettes

When you have finished making all your backups, put the original GrandView diskettes in a safe place. If you need to make more backup copies, use the first set of backups to generate the additional sets. From now on, you should be working only with the backup diskettes. When the documentation refers to the GrandView disks, it means the backups that you just created.

The Installation Program

GrandView comes with an easy-to-use program that installs GrandView on hard or floppy disks. The Installation program offers the following four installation options:

<i>First Time Install</i>	Copies all of the GrandView program files. Use this option if GrandView is not currently installed. If GrandView is installed and you choose this option, the Installation program will overwrite your customizations such as default settings, screen colors, and keyboard assignments.
<i>Custom Install New Version</i>	Lets you choose which features, utility programs and sample files you want to install. Use this option if GrandView is not currently installed and you want to conserve disk space.
<i>Update to New Version</i>	Installs GrandView while preserving your existing customizations, including all default settings and keyboard assignments. Use this option if you currently have GrandView installed and you don't want to lose the customizations you have made to the program.
<i>Print Driver</i>	Lets you install new printer drivers without going through the entire installation program.

To install GrandView:

1. Insert the disk labeled *Program Disk 1* in the A: drive, and type

A> Install

The Installation program displays its main menu:

GrandView Installation	
Which type of installation do you want to do ?	
1. First Time Install.	Install GrandView for the first time. Install all program files.
2. Custom Install.	Offer a choice of which features of GrandView to install.
3. Update to New Version.	Update to a new version, retaining all existing configurations and customizations.
4. Print Driver.	Only install a new print driver.
Esc.	Quit the installation and return to DOS.
Press the number of the desired option, or use the ↑↓ arrow keys to position the cursor and press <input type="button" value="↵"/> .	

*The Installation
menu*

2. Choose an installation option:
 - Press to select First Time Install. If you choose this option, skip Step 3, and go to step 4.
 - Press to select Custom Install.
 - Press to select Update to New Version.
 - Press to select Printer Driver. If you choose this option, skip Step 3, and go to step 4.
3. Use the arrow keys to choose the GrandView features that you want to install. Press to turn the options on or off.

The spacebar acts as a toggle. For example, if the option is on, pressing the spacebar turns it off. As you turn the options on and off, the Installation program displays the amount of disk space required for the combination of features selected.

Press when you have finished selecting the features to install.

4. Use the arrow keys to select the drive on which you want to install GrandView.



If you choose to install GrandView on a floppy disk, the Installation program will prompt you for the size floppy you are using. If you choose 320K or 720K, you may not be able to install all of the features in GrandView. For example, if you are installing on a 320K floppy disk, you will not be able to install the spelling checker.

5. Enter the directory into which you want GrandView installed, and press . The Installation program will copy the files from Program Disk 1 to the drive and directory that you have specified.



If you have chosen Printer Driver as the installation option in Step 2, skip Step 6 and go to Step 7.

6. Insert the disk labeled *Program Disk #2* when prompted, and press . The Installation program will copy the files from Program Disk 2 to the drive and directory that you have specified.
7. Insert the disk labeled *Sample Files/Utilities Disk* when prompted, and press . The Installation program will copy the files from Sample Files/Utilities disk to the drive and directory that you have specified. After the Installation program has copied the files, it will display a list of printer manufacturers.
8. Use the arrow keys to select the manufacturer of your printer, and press . The Installation program will display a list of printers from the manufacturer that you have selected and that GrandView supports.
9. Use the arrow keys to select the printer you are using. Some printers have different drivers to support different font cartridges or soft fonts. If this is the case, and GrandView supports those font cartridges or soft fonts, the Installation program will display another screen listing additional options. Use the arrow keys to choose the appropriate font cartridges or soft font, and press .
10. Insert the Printer Driver Disk that the Installation program requests, and press .

11. Use the arrow keys to select one of the following options, and press **↵**.

- Press **Y** to install another printer driver. The Installation program will display the screen of manufacturers. Repeat Steps 8 through 10 of this procedure before continuing.
- Press **N** to continue with installation without installing additional printers.
- Press **A** to install all of the printer drivers supplied with GrandView.

After you have finished installing printer drivers, the Installation program checks your system to see what kind of monitor is connected to your computer. If the monitor is a color or graphics monitor, the Installation program will display a screen with options related to color, described in Step 12. If you have a monochrome monitor, the Installation program displays a screen about menu keys, described in Step 13.



If you are installing only a printer driver, the Installation program does not continue past this step.

12. Choose one of the following options:

- Press **Y** if your monitor displays more than two colors, OR
- Press **N** if your monitor does not display multiple colors.

13. Choose a menu key:

- Press **1** to choose **F10** as the menu key, OR
- Press **2** to choose **↵** as the menu key.

After you have selected a menu key, the Installation program is finished installing GrandView.

Starting GrandView

Once you have made backup diskettes and have run the Installation program, you will probably want to start up the GrandView program right away—even if you have only a limited amount of time to see what it's like.

The first time you use your copy of the GrandView Program diskette, you will be asked to personalize the diskette. Once you have done so, it will be easy to distinguish your copy from those belonging to other people.

To start GrandView on a two-floppy drive system:

1. Put the GrandView Program diskette into the A: drive, and a blank, formatted data diskette into the B: drive.

2. To start the program from the A> prompt, type

A>GV

3. GrandView will start and will display the following screen:

**Personalization
screen**

Personalization

Enter Your Name and Company to Personalize
Your Working Copy of GrandView.

Name

Company

Type in your name. Check that you have typed it carefully. This is the only opportunity you will have to change it. If you need to make a correction, press **Backspace** to erase the mistake, and retype your name. When finished, press to move the cursor to the second line.

Type in the name of your company, and press **[Enter]**. You can leave this box blank if you wish. Again, if you make a mistake, press **[Backspace]** to erase it; then retype it correctly before pressing **[Enter]**.

If you decide you don't want to start GrandView at this time, press **[Esc]** and you will return to DOS.

4. GrandView will display the Opening Menu. The cursor will highlight the option "Start a New Outline."

At this point, you can press **[Down Arrow]** or **[Up Arrow]** to move the cursor to the command you want and press **[Enter]**.

If you would like some assistance, choose the option "Getting Started," and GrandView will give you some tips on where to go from here.

If you'd like further assistance as you go along, read the message line at the bottom of the screen. It will always give you some tips about what commands are available and what to do next. If you would like more detailed assistance, press **[F1]** to display the context-sensitive Help screens at any time.

To start GrandView on a hard disk system:

1. To go to the GrandView directory for the C> prompt, type

```
C> CD \GV [Enter]
```

2. To start the program, type

```
C:\GV> GV [Enter]
```

GrandView will load and will ask you to personalize your copy of GrandView. Refer back to the previous procedure (starting at Step 3) for details on how to personalize your copy of GrandView and how to use the Opening Menu.

To quit GrandView and return to DOS:

1. From within GrandView, press **F10** **F** **Q** to choose the Quit command from the File menu.

Or, if you are still at the Opening Menu, press **Q** for Quit.

2. If you have made changes to the outline that you have opened or created, GrandView will ask you if you want to save your changes.
 - To save changes to the outline, choose Yes, or press **↵**.
 - To close the outline without saving the new changes, choose No.
 - To cancel the procedure and continue working in GrandView, choose Cancel, or press **Esc**.

Using Command Line Parameters with GrandView

You can start GrandView with one or more command line parameters. Command line parameters let you direct GrandView's operation as you start the program. For example, you can use command line parameters to force black and white display, specify a window setup to use, or inactivate mouse support in GrandView. For a complete discussion of GrandView's command line parameters, see *Command Line Parameters*, in the Reference section of this manual.

Using the GrandView Reference Guide

The *GrandView Reference Guide* is designed to serve people with different levels of experience and different learning needs. To find out which learning path best fits your specific needs, read the next section

ALL USERS

All users should completely read this section, *Installing GrandView*, as well as the following section *Using GrandView as a Memory Resident Application*. In addition, you may want to read *Making the Most of GrandView*, the other manual included in this package. *Making the Most of GrandView* includes information about five ready-to-use business applications included with GrandView. These applications will show you how to use GrandView for common management tasks: managing your time and the time of your staff, communicating effectively through letters, memos, and reports, planning and managing projects, and managing meetings. They include templates, layout styles and macros to help you get a quick start with GrandView.

When you have more time to learn more about GrandView's features, you can read the *Reference* section and/or the *Tutorials* section. The *Reference* section includes a discussion of each of the commands on the GrandView menus, as well as some general topics such as *Categories*, *Editing*, *Outlines*, and *Menus*. Procedures for the use of the commands are included in each discussion. The *Tutorials* provide more in-depth instruction on GrandView's most important features. First-time GrandView users may want to start with *Getting Started With GrandView*, while experienced GrandView users may want to go directly to the *Reference* section.

EXPERIENCED THINKTANK AND READY! USERS

ThinkTank and Ready! are two other outlining products produced by Symantec Corporation. Some of the commands in GrandView will be familiar to you as a ThinkTank or Ready! user. However, you will notice that there are many new commands available to you.

For a summary of some of the enhancements to the product, read *Appendix B, Information for GrandView 1.x, ThinkTank and Ready! Users*. Use the GrandView Quick Reference Guide and the online Help system to guide you through your new experience with GrandView.

CONVENTIONS USED IN THE REFERENCE GUIDE

The GrandView Reference Guide is designed to help you find information as easily as possible. Different typefaces serve different purposes. The alphabetical Reference section describes each command in turn. When you need to find information on a command, review the Table of Contents at the beginning of the Reference Guide to see where the feature is discussed.

The following conventions are used in the GrandView Reference Guide:

- Keys that are pressed, or combinations of keystrokes are represented by a font designed to represent actual keys. For example, you will find text such as the following:

“ To open the file, press [O].”

- Filenames always appear in uppercase letters. For example,
SAMPLE.GV
- The user's guides have “icons” that alert you to the presence of tips, notes, and cautions to assist you. These items are set in a specific font, and look like the following:



A tip is a short cut for accomplishing something in GrandView.



A note is a helpful reminder or an alternate way of doing something.



A caution is a warning message to let you know about something that may endanger your data or program diskettes.

Context-Sensitive Help

GrandView is designed to be easy to use. However, it does have some powerful commands that you may need assistance with at first. While you are working on outlines, GrandView provides messages at the bottom of the screen, telling you how to enter information or select an item.

In addition, more detailed information is available when you are using GrandView. No matter where you are in the program, you can display more information about the command you are using.

To display Help information:

1. When using GrandView and you are not sure what to do next, press **F1**.
GrandView displays information about the command you are using.
2. After reading the Help information, choose one of the buttons along the bottom of the screen to cycle through further Help screens. Or, you can return to GrandView by choosing Exit or pressing **Esc**.

For more details on the Help system, see *Help* in the Reference section.

FOR MORE INFORMATION	SEE ALSO
Starting GrandView with command line parameters	<i>Command Line Parameters</i>
Getting help on GrandView	<i>Help</i>
Using printer drivers	<i>Printer Setup</i>

USING GRANDVIEW AS A MEMORY RESIDENT APPLICATION

INTRODUCTION

GVLOAD is a special program you can use to run GrandView as if it were a memory resident program. With GVLOAD, you can run GrandView while you are using another program, such as Q&A or Time Line. You use a *hot key* (described in a later section) to toggle back and forth between GrandView and the other program. Press the hot key once, and GrandView “pops up” over the currently running program. Press the hot key again, and you return to the original program as if you had never left it.

If GrandView operated like most memory resident programs, it would require at least 250k of memory. Instead, GVLOAD uses one of two swapping techniques to share the memory in the computer with other applications. These techniques allow GrandView and other programs to use the same memory. Instead of using 250K of memory, GrandView, when used with GVLOAD, uses as little as 15 to 20K of memory.

The swapping techniques that GVLOAD uses require either expanded memory (also called EMS) or a hard disk. If your computer is equipped with EMS, GVLOAD uses it for swapping. This kind of swapping is very fast. GrandView will pop up almost instantly when you press the hot key.

NOTE: *Expanded Memory (EMS) is not the same as Extended Memory. GVLOAD uses only expanded memory. If you have extended memory, you can purchase a program that converts extended memory into expanded memory.*

If your computer does not have EMS, GrandView uses disk space on a hard disk for swapping. Disk swapping is not as fast as EMS swapping; a disk swap will take from two to thirty seconds, depending on the speed of your computer and hard disk.

Using GVLOAD

GVLOAD is a very easy program to use. Once you have run the program from DOS, you can call GrandView by pressing **Ctrl** **Alt** **A**. This key combination is called the *hot key*. You use GrandView's hot key to toggle back and forth between GrandView and the other application you are using (or DOS if you are not using another program). You can change GrandView's hot key by using the GVHOTKEY utility.


Whether you are using GrandView with GVLOAD as a memory resident program or running it as a stand-alone application, it functions the same way. However, two of the commands work differently when you run GrandView as a memory resident program: Quit, and Gateway to DOS, both on the File menu.

When you are using GVLOAD, and you choose Quit from the File menu, GrandView switches to the other application you are using. If you are not using another application, GrandView switches you to DOS. To return to GrandView, you press **Ctrl** **Alt** **A**, GrandView's hot key.

The Gateway to DOS command is disabled in GrandView when you use GVLOAD. If you choose the Gateway to DOS command when you are using GVLOAD, GrandView displays an error message stating that the command is unavailable. Instead of using the Gateway to DOS command, you use the GrandView hot key to toggle to DOS.

To Use GVLOAD:

1. At the DOS prompt, type

```
C> GVLOAD 
```

GVLOAD loads GrandView as a memory resident program and returns to DOS, where you can begin another application.



NOTE: *If you have EMS memory, GVLOAD will automatically detect its presence and use it. If you do not have EMS memory, GVLOAD uses the hard disk for swapping. You can specify which kind of swapping GVLOAD will use, regardless of the hardware present, by using special GVLOAD command line parameters (see the next section).*

2. To access GrandView from DOS or from within another application (if you have loaded one), press **Ctrl** **Alt** **A**, GrandView's hot key.

3. To return to DOS or to the other application you are running, press **Ctrl** **Alt** **A** again. Each time you press **Ctrl** **Alt** **A**, you will toggle between GrandView and the other application you are using.

Removing GVLOAD

When you have finished using GrandView, and you want to release the memory (or disk space) for another use, you must unload GrandView. To unload GrandView from memory you use the GVUNLOAD batch file. This batch file uses the /RU command line parameter to unload GrandView.

To unload GrandView from memory:

1. Choose the Save All command from the File menu to save all your files.



GVLOAD does not allow you to unload GrandView from memory if you have windows open that contain outlines with unsaved changes. If you do not want to save the changes in your outline, use the Close command instead of the Save command, and choose No when asked if you want to save changes.

2. Press **Ctrl** **Alt** **A** to toggle to DOS.
3. At the DOS prompt type:

```
C> GVUNLOAD
```

Swapping

Each time you use the hot key, GVLOAD swaps the GrandView program, as well as any open outlines, to either EMS memory or to your hard disk. If EMS is installed, and there is enough available, GVLOAD automatically uses EMS for swapping. If you don't have EMS, or there isn't enough available, GVLOAD will use your hard disk for swapping. To calculate how much EMS or disk space GVLOAD will use for swapping, add 16K to the amount of free memory (i.e., conventional memory) in your system. For example, if you have 490K free memory, GVLOAD will require 506K for swapping.



You can use the DOS program CHKDSK to determine the amount of free memory you have available.

If you want to limit the amount of EMS or disk space that GVLOAD uses for swapping, you can start GVLOAD with the `/RM=xxx` command line parameter. This parameter allows you to specify how much EMS or disk space you want GVLOAD to use for swapping; you substitute the amount of EMS memory or disk space that you want to reserve for swapping in place of the xxx. (For more information on command line parameters, see *Using Command Line Parameters with GVLOAD*, later in this section.) When you limit the amount of memory or disk space used for swapping, you also limit the amount of memory you have available in GrandView for outlines.

There are practical limits to the amount of EMS memory or disk space you can allocate for GVLOAD's use. In general, you should specify at least 256K for swapping. If you specify more than this, and GVLOAD doesn't need all of the EMS or disk space, GVLOAD will use only what it needs. If you specify a number that is too low for GrandView to operate properly, you will receive an error message.



The status line at the bottom of the GrandView screen tells you how much memory is available for outlines. You can experiment with the `/RM=xxx` parameter to see what is the lowest amount of EMS or disk space required for the amount of available memory to accommodate the largest outline you routinely use.

EMS SWAPPING

When you use EMS for swapping, the EMS that GVLOAD uses is not available for use with other programs at any time. To release the EMS that GVLOAD uses, you can unload GrandView by running the GVUNLOAD program.



After you have run GVLOAD, it displays information about how much memory, both conventional and EMS, has been used and how much is free and available for other purposes.

If you have EMS memory, but you don't want GVLOAD to use it for swapping, you can use the `/RD` command line parameter to request disk swapping instead. (For more information on command line parameters, see *Using Command Line Parameters with GVLOAD*, later in this section.)

If you have EMS, but not enough of it is free, GVLOAD automatically switches to disk swapping.

DISK SWAPPING

When you use disk swapping, GVLOAD creates two temporary files on your hard disk. These files are named GVLOAD0.TMP, GVLOAD1.TMP, and GVLOAD2.TMP. (There are never more than two of these files on your hard disk at one time.) These files are stored in the root directory of the drive from which you ran GVLOAD. (If you want the files stored in a different drive or directory, you can use the /RSx command line parameter to specify the drive and directory to use for swapping.)

CAUTION



Under no circumstances should you erase the GVLOAD0.TMP, GVLOAD1.TMP, or GVLOAD2.TMP when GVLOAD is running. Erasing one or more of these files will result in a system crash. To reclaim the disk space used by these files, unload GrandView with the GVUNLOAD program, and the files will be automatically erased.

DISK SWAPPING SPEED

GVLOAD uses two kinds of disk swapping. One method is significantly faster than the other method. The faster method is always used when there is enough disk space available. Each time you press the hot key, GrandView evaluates the availability of disk space and chooses the appropriate swapping method. If you notice an increase in the amount of time it takes to move in and out of GrandView with the hot key, it is probably because you no longer have enough free disk space to use the faster swapping method.

NOTE:



GVLOAD always reserves the maximum amount of disk space that it needs for swapping. Thus, filling up the hard disk while GVLOAD is running will never cause GVLOAD to fail. Swapping will slow down, however, as GVLOAD switches to the slower swapping method.

To increase the speed of GVLOAD's disk swapping, you can do one of the following:

- Use the /RSx command line parameter to specify a large RAM disk for swapping. To insure that the faster disk-swapping method is used, you need to be sure that the RAM disk has twice the amount of space GrandView requires for swapping (see the beginning of this section for how to calculate the space required for swapping).
- Use the /RSx command line parameter to specify the hard disk drive with the most free space on it. The more free disk space that is available, the more likely GVLOAD is to use the faster of the two disk-swapping methods.
- Use the /RM=xxx command line parameter to limit the amount of disk space that GVLOAD uses for swapping.

DISK SWAPPING ON A NETWORK

If you are using GVLOAD with disk swapping on a network, you should use the /RSx command line parameter to specify a private or local directory for swapping. If two people use the same directory for swapping, GrandView will use the same swap files for both systems, and one or both systems will crash.

GrandView's Hot Key

SOLVING PROBLEMS AFFECTING GRANDVIEW'S HOT KEY

If **Ctrl Alt A** does not invoke GrandView (that is, the program doesn't pop up when you press **Ctrl Alt A**), it is probably a result of one of two things: It is not a safe time to invoke GrandView, or there is a conflict with another program you are using.

When you press GrandView's hot key, GVLOAD examines the state of your computer to determine if it is safe to invoke GrandView. If it is safe, GrandView pops up. If it is not safe (during an autosave, for example), GVLOAD continues to examine the state of your system for the next five seconds. If a safe time does not occur within five seconds, the hot key will be canceled, and GrandView will not pop up.

Programs that directly program the hardware (such as communication or tape drive programs) cannot always be safely swapped out of memory. As a result, you may find that the hot key does not work in some of these programs. If GVLOAD determines that it is not safe to pop up, it does not risk crashing your machine to do so. Once you have quit the program, you should be able to use the hot key again to make GrandView pop up.

Some programs (usually memory resident programs) reserve certain key combinations for their use only. For example, several popular memory resident applications use **Ctrl Alt** as their hot key and prevent other programs from using the **Ctrl Alt** combination. If you are using such a program, **Ctrl Alt A** cannot be used to invoke GrandView. Instead of using **Ctrl Alt A**, you can invoke GrandView with its alternate hot key, **Ctrl Alt A**. You can also use the GVHOTKEY utility to change GrandView's hot key to another key combination.

CHANGING GRANDVIEW'S HOT KEY

To change GrandView's hot key, use the utility program GVHOTKEY.COM. This utility allows you to change GrandView's hot key from **Ctrl Alt A** to a combination of one or more *shift* keys and a *trigger* key. **Ctrl**, **Alt** and **Ctrl** are considered shift keys. A trigger key is any nonshift key. For example, in the GrandView hot key, **Ctrl Alt A**, **Ctrl**, and **Alt** are shift keys, and **A** is the trigger key.

If you change the GrandView hot key, GVLOAD will display the new hot key on the screen the next time you use the GVLOAD program.

To change GrandView's hot key:

1. At the DOS prompt, type

C> GVHOTKEY 

GrandView displays this screen:

GrandView Hotkey
Current Hotkey is: Ctrl+Alt+A
A hotkey may consist of any combination of the shift keys (the Alt key, the Ctrl key, or either Shift key) plus one other key on the keyboard (called the trigger key).
To press a Hotkey, press and hold the desired shift keys, then press the trigger key (any non-shift key).
Press the new Hotkey now (or ESC to quit)... New Hotkey is:

2. Hold down the shift key(s) and the trigger key that you want to designate as the new hot key.

GrandView displays the new hot key in the GrandView Hotkey dialog box and returns you to the DOS prompt.

NOTE:

If GrandView was running under GVLOAD when you used the GVHOTKEY utility, the new hot key will not take effect until the next time you use GVLOAD.

*Changing the
GrandView
Hot Key*

Using GVLOAD with Other Memory Resident Programs

FOLLOWING THE CORRECT LOADING ORDER

If you are using other memory resident programs with GrandView, follow these guidelines for loading order:

- Load any utility programs that you want to access in GrandView *before* you use GVLOAD. This includes keyboard macro programs, print spoolers, and so on. GVLOAD uses a swapping technique that swaps out of memory all programs that are loaded after GrandView. Programs loaded after you have used GVLOAD are completely disabled when GrandView pops up.
- Load any programs that modify the behavior of the keyboard, such as keyboard enhancers, macro programs, or keyboard speed-up programs, *before* you use GVLOAD.
- If you are using more than one memory resident program, check the documentation of each program for its loading order requirements. Try to load your programs in a manner that accommodates each program's requirements.
- If a memory resident product offers both a regular DOS program version and a device driver version, use the device driver version. For example, use MOUSE.SYS instead of MOUSE.COM.

RESOLVING CONFLICTS WITH OTHER MEMORY RESIDENT PRODUCTS

GVLOAD is designed to be compatible with many other memory resident programs. It is possible, however, that a unique combination of memory resident programs can cause a problem. If you experience a problem in using GrandView with other memory resident applications, first check the loading order of your memory resident programs (see the previous section for information on loading order). If the loading order appears to be correct, you need to identify which of your memory resident programs is causing the problem.

To identify the memory resident program that is causing a conflict:

1. Note the exact sequence of keystrokes that has caused the problem.
2. Unload all memory resident programs from memory.
3. Install each program individually (without any of the others present), and repeat the keystroke sequence that caused the problem.
 - If the problem occurs after you have loaded one of the programs, that program is most likely the cause of the conflict.
 - If the problem does not recur when you have loaded just one program, then the problem is probably a conflict between two or more programs. Continue with the steps outlined below.
4. Remove all the programs from memory again.
5. Install the first two programs, and repeat the keystrokes that caused the problem.
 - If the problem recurs, then these two programs are the cause of the conflict.
 - If the keystrokes do not generate the problem, keep adding programs one at a time until the problem recurs. The last program you add is not necessarily the culprit, but it may point to a solution. Try loading the program that made the problem appear, either before all other memory resident programs or after all memory resident programs.

Using Command Line Parameters with GVLOAD

You can use GrandView's command line parameters with GVLOAD in the same way that you use these parameters with GrandView. For example, if you want to force black-and-white operation in GrandView while using GVLOAD, type the following at the DOS prompt:

```
C> GVLOAD /B 
```

In addition to the regular GrandView command line parameters, there are a number of command line parameters specific to the GVLOAD program. All parameters specific to the GVLOAD program begin with /R. The table below lists the GVLOAD command line parameters:

PARAMETER	FUNCTION
/RE	Uses EMS memory for swapping. This option is not routinely necessary because GVLOAD will automatically detect EMS memory and use it.
/RD	Uses Hard Disk for swapping. This option is not routinely necessary because GVLOAD will automatically use a hard disk for swapping if EMS memory is not available. You can use this parameter to choose hard disk swapping if you want to reserve your EMS for other purposes.
/RU	Unloads GrandView from memory. This releases all memory occupied by GVLOAD and GrandView, and frees up either the EMS memory or disk space being used for swapping.
/RT	Allows type-ahead during disk swapping. This parameter is useful only if you are using disk swapping. Since disk swapping takes more than a few moments, GVLOAD routinely prevents keystrokes typed while one application is on the screen from spilling over into the other application. It does this by clearing the keyboard buffer (clearing any keys which have already been typed, but have not been acted upon yet) whenever it swaps to or from GrandView. If you do not want GVLOAD to clear the keyboard buffer at this time, use this option. When you use the /RT parameter, the keystrokes that you type while GVLOAD is swapping to disk are saved and acted upon after the swap is complete.
/RSx:pathname	Specifies where to store the temporary swap files on your hard disk (or on a RAM disk). You may specify a drive or a full path. For example, /RSD specifies the root directory of the D drive, and /RSD:\GV specifies the D:\GV subdirectory. You can also choose the /RSx command line parameter when you want to use a RAM disk for swapping.


NOTE: *This option does not automatically turn on disk swapping. You must use /RD to specify disk swapping.*

/RM=xxx Specifies the amount of EMS memory or hard disk space allocated for GrandView. A larger number allows for bigger outlines in GranView. A smaller number uses less EMS or hard disk space for swapping and leaves less memory for outlines. If you do not specify the amount of EMS or hard disk space to use for swapping, GVLOAD will automatically calculate the amount needed based on the amount of free memory in your system.

/R? Lists GVLOAD command line parameters.

/RC1 Permits proper operation of multi-line syns when the CED or PCED TSR is loaded.

You can use regular GrandView command line parameters and the GVLOAD command line parameters together. For example, if you want to use your D> drive for disk swapping, and you want to force black-and-white operation, type the following at the DOS prompt:

C> GVLOAD /RSD /B 

FOR MORE INFORMATION ON	SEE ALSO
Using command line parameters	<i>Command Line Parameters</i>
Quitting GrandView	<i>Quit</i>
Temporarily exiting to DOS	<i>Gateway to DOS</i>

GETTING STARTED WITH GRANDVIEW

GrandView is an ideal tool for planning your work and preparing reports and documents. You'll begin this tutorial by setting up a new outline in which you can keep track of tasks and schedule your time. Then you will edit and revise an existing outline and work with multiple outlines.

This tutorial will show you how to do the following:

- Start a new outline
- Create headlines and documents
- Move headlines to reorganize the outline
- Expand and collapse headlines and documents
- Edit text
- Change the text font and labeling styles
- Add a date and time stamp
- Work in multiple outlines
- Use a template
- Save and close an outline

Learning Outline Basics

Everything you create in GrandView begins as an outline—whether it is a report, a memo, a letter, or a task list. A GrandView outline contains just two basic elements: headlines and documents. The headlines organize information into a hierarchy in which each headline can have subordinate headlines that contain additional information. A document consists of paragraphs of text that are attached to a headline. The example on the next page shows how headlines and documents appear in an outline.

A GrandView outline

```
File Edit Window View Reorganize Outline Layout Categories Setup
C:\GV\TUTORIAL\PLAN2 INS 7k 1
+ 1. Marketing Introduction: Centurion Project !
- 1.1. Objective*
    *
    To establish and define a plan to introduce a new product and to
    communicate to all other involved organizations the information
    needed on a new product.*
- 1.2. Product Summary!
+ 1.3. Product Positioning Statement(s)
- 1.3.1. Central theme of the new product*
    High technology home security system, affordable for most
    mid-income range families.
- 1.3.2. Positioning Statement*
    Affordable, high technology system. Very highly competitive
    compared to any similar security systems.
- 1.3.3. Statements of positioning vs. competitors*
    There are no significant home security systems currently available
    that compare feature-for-feature with the Centurion Home Security
    system.*
    *
    Separate materials are available discussing what's currently
    0.50"
Press / for Menus: Return to Create a New Headline: F1 for Help 366K
```

Notice that subordinate headlines (called *subheads*) are indented. Each headline is labeled with a number or a letter to indicate its position in the outline. If you move a headline, its label changes.

In addition, each headline has a plus (+) or a minus (–) sign next to it. These are *structure symbols* that tell you whether or not a headline has subheads indented beneath it. You will rely on the structure symbols to tell you where information is hidden when you collapse headlines in your outline. Collapsing a headline hides all its subheads and documents from view. A plus (+) indicates that subheads exist; a minus (–) indicates that there are no subheads. Structure symbols do not print with your outline.

Starting GrandView

Before you begin this tutorial, you must install GrandView if you haven't already done so. Follow the instructions in *Installing GrandView* earlier in this guide. Make sure you have created backup copies of the original GrandView disks.

To start GrandView, using a floppy diskette system:

1. Insert your DOS disk in Drive A:, and turn on the computer.
2. When you see the DOS prompt (A>), remove the DOS disk.

3. Insert a copy of the GrandView Program Disk 1 in Drive A: and insert a copy of the Sample Files/Utilities Disk in Drive B:.
4. At the DOS prompt, type the following command:

```
A> GV
```

To start GrandView using a hard disk system:

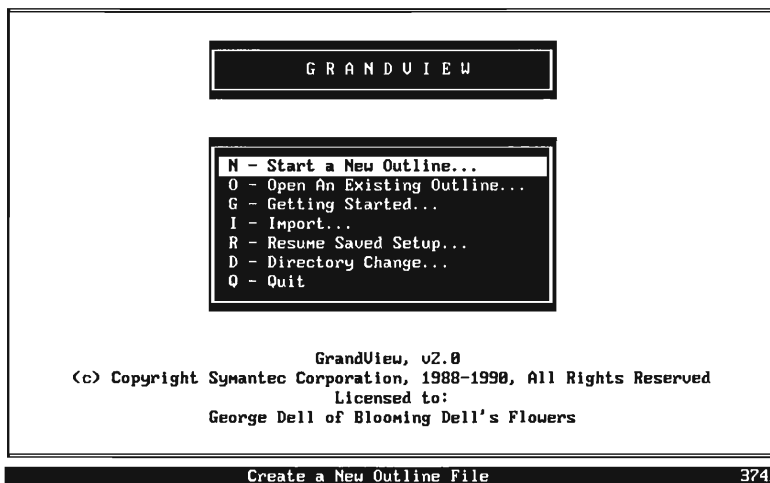
1. Turn on the computer.
2. At the DOS prompt (C>), use this command to change to the \GV directory:

```
C> CD \GV
```

3. Type the following command:

```
C:\GV> GV
```

GrandView displays the Opening menu. The status line at the bottom of the window describes the highlighted command.



*The GrandView
Opening menu*

Starting a New Outline

The easiest way to learn to use GrandView is by creating a small outline of your own. The first command, Start a New Outline, is already highlighted in the Opening Menu.

To start a new outline:

1. Press to choose the Start a New Outline command, or press for New.

GrandView displays the New Outline dialog box.

If you have a floppy diskette system you will see the File Listing for the Program disk in Drive A:. If you have a hard disk system, you will see the File Listing for the GrandView directory and the subdirectories <SAMPLES> and <TUTORIAL>. On the right side, you will see three buttons—Directory, OK, and Cancel—and some options for viewing and sorting files.


The New Outline dialog box




2. If you have a hard disk system, go to Step 3.


If you have a floppy diskette system, follow these steps to switch to the Drive B: and to display the list of files in the TUTORIAL subdirectory:

- Press .
- Type B:

3. Type the following outline name, and then press 

Status 

When you start typing, the cursor moves into the text box at the bottom of the New Outline dialog box. GrandView creates a new outline file, called STATUS.GV, in the current directory. The filename extension .GV is automatically added to the filename.

When you press , an empty outline window appears. The menu bar at the top of the screen shows the names of the GrandView menus.

Creating Headlines



Now you will create a short outline that contains several headlines and a document. To create a headline, you first position the cursor where you want the headline to appear in the outline hierarchy, and then type the Headline text. GrandView automatically supplies the appropriate headline label. A rectangular-shaped cursor indicates where text will appear when you begin typing. In the empty outline window, the cursor appears next to the first headline label, which is I.

To create headlines:

1. Type the first major headline:

To Do List



If you make a typing error, you can press the backspace key to delete the error, and then retype the text.


2. To add a subheadline, press  to move the cursor to the next line, and then press  to indent it below the headline *To Do List*.


Notice that the minus sign to the left of *To Do List* changes to a plus sign to let you know that the headline now has a subhead below it. The new blank headline has the label A.

3. Type the first subhead:

Staff Meeting at 9:00 AM



4. To add another subheadline at the same level, press .
5. Type the following subheadlines, pressing  after each headline *except* the last one.

Work on Marketing Plan 

Lunch with Tracy 

Call Chris about business trip

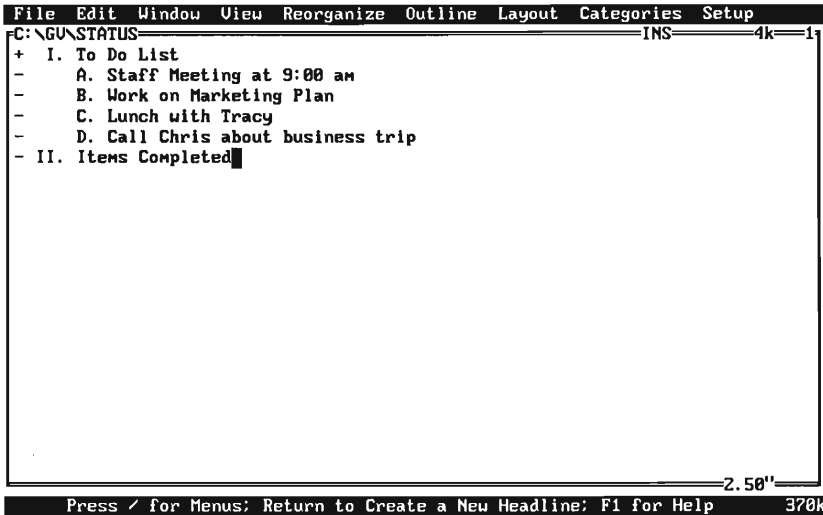
Now you want to type another major headline at the same level as the headline *To Do List*. Before you type a new headline, you can use the arrow keys to move the headline position to the level you wish.

6. Press  to create a new headline, and then press  to move the new headline one level to the left.
7. Type the text of the second major headline:

Items Completed

After you have typed the headline text, you can no longer press the arrow keys to move the headline. (You will learn how to move existing headlines later in this section).

The outline now looks like this:



NOTE: Although the headlines you have entered are very short, a single headline can contain many lines (up to 64k of text). GrandView automatically wraps the text to the next line as you type.

Creating Documents


In addition to headlines, an outline can contain *documents*. A document consists of paragraphs of text that are attached to a headline. You will create a document when you want to enter long passages of text that you want to keep separate from the outline as a whole.

In the next exercise, you will add a short, one-line document to your outline.


To create a document:

1. Use the arrow keys to move the cursor to the headline *Staff Meeting at 9:00 AM*. Then press **End** to move the cursor to the end of that headline.
2. Press **Ctrl** **[** to attach a document to the headline *Staff Meeting at 9:00 AM*.

GrandView inserts a diamond symbol (◆) after the headline to indicate a hard carriage return. The cursor moves to a new document line.

3. Type the following document text. (Do not press  when you reach the end of each line, because GrandView wraps text onto the next line automatically.)

Discuss Centurion campaign and make project assignments to each staff member.

If you wanted to add another paragraph to the document, you would press **Ctrl**  twice and continue typing. A document can contain up to 64K of text.



You can format and print documents separately from the headlines in your outline. You can also collapse a document to hide it from view—or hide the outline and view the document in a separate window. (You will see later how to do this.)

Moving Headlines

Now that you know how to create the basic elements of an outline (headlines and documents), you will learn how to reorganize your outline by moving existing headlines. To move a headline after you have entered text, you can use the Move commands on the Reorganize menu, or the keyboard commands that perform the same function. GrandView automatically moves all subheadlines and documents that are subordinate to the headline.

The following procedure explains how to move the headline *Staff Meeting at 9:00 AM* underneath the headline *Items Completed*.

To move a headline:

1. Use the arrow keys to move the cursor up to the headline *Staff Meeting at 9:00AM*.

You can position the cursor anywhere in this headline.

2. Press **F10**, then **R**, to pull down the Reorganize menu. When you press **F10**, the menu bar changes to highlight the first letter of each menu name. When you type the first letter of a menu, GrandView displays the menu.

Notice that the Move command has on its right a right pointing triangle. This symbol indicates that the Move command is a submenu of commands.

Also, each command on the menu has a letter to its left. For example, the Move command has an M to its left. This letter can be used to select commands from the menu.

3. Use the arrow keys to highlight the Move command, and press **↵**. (Or, you can simply press **M**.) GrandView displays the Move command's submenu.

Notice that each command on the submenu has a keyboard command listed on its right. For example, the Up command has {Shift-Up} next to it. This key can be used as a shortcut for choosing the command from the keyboard instead of using the menu.

4. Use the arrow keys to choose Left, and press **↵**.

GrandView closes the menu and moves the headline *Staff Meeting at 9:00AM* out one level to the left. It is now at the same level as the headline *Items Completed*.

In the following steps, you will try using the keyboard commands you saw on the menu to move the headline *Staff Meeting at 9:00 AM* below the headline *Items Completed*.

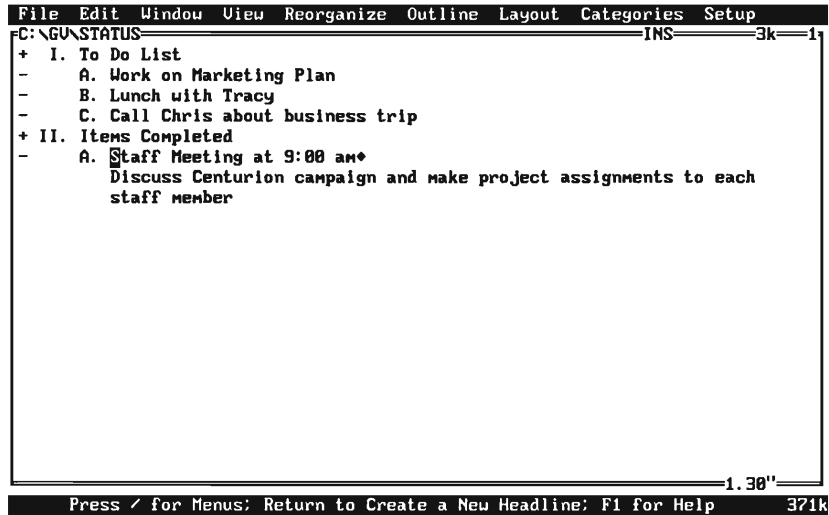
NOTE: For a complete listing of GrandView's keyboard commands, see **Appendix A: Keyboard Commands in GrandView**. For your convenience, the **GrandView Quick Reference Guide**, a card included with GrandView, lists the most commonly used keyboard commands, as well as all of the commands assigned to the function keys.

5. Hold down **↑**, and press **↓**.

The headline *Staff Meeting at 9:00 AM* moves under the headline *Items Completed*. However, you can see that it is still at the same level. You need to move it in one level to the right.

6. Hold down **↑**, and press **→** once.

The headline *Staff Meeting at 9:00 AM* has moved in one level to the right and is now a subhead under *Items Completed*. Notice that the document text has also moved with the headline. The outline now looks like this:





Expanding and Collapsing Headlines

You can control how much of your outline appears on the screen by expanding or collapsing its headlines and documents. When you collapse a headline, its subheads are hidden from view. You can collapse a single headline or all headlines at a selected level. Collapsing headlines allows you to get an overview of your outline. When you want to view the entire outline again, you can expand the collapsed headlines.

To collapse and expand headlines:



1. Use the arrow keys to move the cursor up to the headline *To Do List*.
You can position the cursor anywhere in this headline.
2. To collapse the headline *To Do List*, press the minus key in the upper-right corner of the numeric keypad. We call this key **Gray -**.

NOTE: If you don't have the  key on your PC keyboard, you can press  to collapse headlines.

All the subheads of the headline *To Do List* are hidden from view. They are still there, but you can't see them because they are collapsed.




Next, you will expand this headline to redisplay its subheads.


3. Press the plus key on the numeric keypad. We call this key .

NOTE: If you don't have the  key on your PC keyboard, you can press  to expand headlines.

GrandView redisplay the subheads of the headline *To Do List*.

Next, you will see how to collapse *all* headlines at a selected level. There is no keyboard command for this operation, so you will use the Collapse command on the Outline menu.

4. Press , and then , to pull down the Outline menu.
 5. Use the arrow keys to highlight the Collapse command, and press .
- The Collapse submenu appears.

6. Use the arrow keys to choose the Subheads on Level command, and press .

Since the headlines *To Do List* and *Items Completed* are on the same level, both headlines are collapsed. Notice that the document you created is also hidden from view. GrandView collapses a document automatically when its associated headline is collapsed. (You can also collapse documents without collapsing headlines. You will see how to do this in a moment.)

To expand these headlines, you use another menu command.

7. Press **F10**, and then **O**, to pull down the Outline menu. Then use the arrow keys to choose Expand from the Outline menu, and press **↵**.

The Expand submenu appears.

8. Use the arrow keys to choose Subheads on Level, and press **↵**.

GrandView redisplay the subheads for the selected level of headlines.

Expanding and Collapsing Documents

If your outline has many long documents, you may want to collapse them and focus on the headlines. GrandView provides several commands for expanding and collapsing documents. You can choose to expand or collapse any of the following:

- A single document
- All documents on the same level as the selected headline
- All documents in the outline

In the following procedure you will see how to expand and collapse a single document. You can use either a menu command or the keyboard commands **Alt Gray +** and **Alt Gray -**.

To collapse a document:

1. Use the arrow keys to move the cursor to the headline *Staff Meeting at 9:00 AM*.
2. Hold down **Alt**, and press **Gray -**.

GrandView hides the document text. Notice that GrandView added a small down-arrow (↓) at the end of the headline. This lets you know that there is a collapsed document below the headline. Now go on to expand the document by using the menu command.



You can also collapse a document by pressing **⇧ F8**.

To expand the document:

1. Press **F10**, and then **O**, to pull down the Outline menu. Use the arrow keys to choose the Expand command, and press **↵**.

The Expand submenu appears. Notice that there are several commands for expanding documents. The Document command expands the document attached to the selected headline only.

2. Use the arrow keys to choose the Document command, and press **↵**. GrandView expands the document again.



NOTE: You can also expand documents by pressing **Alt** **Gray +** or **↑** **F7**.

Displaying Document View

Sometimes you will want to focus on a specific document by hiding the rest of the outline. You can use the Document View command on the View menu to display the document in a full-screen window.

To display document view:

1. Move the cursor to the document below the headline *Staff Meeting at 9:00 AM*. The document begins with *Discuss Centurion campaign....*

The cursor can appear anywhere in the document.





























2. Choose Document View from the View menu, or press **F5**, the keyboard command for Document View.

All of the headlines disappear, leaving only the document paragraph on the screen.

3. To return to the outline, choose Document View again from the View menu, or press **F5**.

Moving the Cursor Around in the Outline

GrandView provides many ways to move the cursor around in your outline. Here is a list of the cursor movement keys and what they do. If you wish, you can experiment on your own by using these keys to move the cursor around in the outline.

<i>PRESS THIS KEY</i>	<i>TO MOVE THE CURSOR</i>
 ,  ,  , 	One line or one character at a time.
  ,  	To the previous or next headline at the same level.
  ,  	To the previous or next headline in the outline, regardless of level.
 	To the parent headline.
  ,  	To the top or bottom of a level in the outline.
 , 	One screen-full at a time.
  ,  	To the beginning or end of the outline.
  ,  	To the beginning or end of a headline.

Saving an Outline

Until you save an outline, it exists only in the memory of your computer. That means that if the power goes off, or if some other accident occurs, you would lose all of your work. It's a good practice to save your work every 15 minutes or so to be sure that you lose as little work as possible if something goes wrong.

To save your work, you use the Save command on the File menu.

To choose the Save command from the File menu:

1. Press **(F10)**, then press **(F)**, to pull down the File menu.
2. To choose the Save command, press **(S)**.



There are two other Save commands on the File menu: Save As and Save All. These commands let you save outlines under different names, and save all open outlines. (You can have up to nine outlines open at once in GrandView.)

Closing an Outline

When you have finished working on an outline, you can close it. For now, you are going to close the Status outline until you need to refer to it again.

To close an outline:


1. Choose the Close command from the File menu.
2. Press **(Y)** to choose Yes and to save your changes.

After saving your changes, GrandView displays the Opening Menu, where you started this tutorial.


Revising an Outline

In this section, you will learn how to revise an outline by editing and formatting text, changing the font and labeling style, and inserting a time and date stamp. You will open an existing outline that contains more details than the outline you have created.

To open an existing outline called CENTER.GV:

1. Choose the Open An Existing Outline command from the Opening menu by pressing .

GrandView displays the Open Outline dialog box. This dialog box is identical to the one that appeared when you started a new outline.

2. Use the directory button to select the TUTORIAL subdirectory.
3. Use the arrow keys to highlight the filename CENTER, and press . GrandView opens the outline.

Editing Text

In GrandView it is easy to edit headlines and documents. For example, to add new text you simply position the cursor and begin typing. To change text, you can use the Backspace key or the Del key to delete text, then type new text. You use the same editing techniques to change both headlines and documents.

In the next exercise, you will make a few corrections to the outline you have just opened.

To add text to a headline:

1. Use the arrow keys to move the cursor to the headline *Call Bob Higgins about Centurion campaign*, located underneath the headline *To Do List*.
2. Use the arrow keys to position the cursor to the B of *Bob*.
3. Type the text below, followed by a space:

Amy Johnson and

Notice that the existing text moved to accommodate the new text.

To edit a headline:

1. Use the arrow keys to move the cursor up to the headline *Discuss advertising strategy with Bob*.
2. Use the arrow keys to position the cursor after the name *Bob*.
3. Press the Backspace key until you have deleted the name *Bob*, and then type the name Michael.

The Backspace key always deletes the character to the left of the cursor. To delete the character *at* the cursor, you use the Del key.

Moving Text with Cut and Paste

You can use the Cut and Paste commands to delete text from one location and insert it elsewhere in the outline. When you cut text, it is removed and placed in a temporary storage area called the Clipboard. When you paste text, GrandView pastes a copy of the Clipboard contents at the cursor position. To select the text you want to cut, you use the Mark Text command. Moving text involves three steps:

- Use the Mark Text command to select the text you want to cut.
- Then use the Cut command to delete the selected text and place it on the Clipboard.
- Finally, after positioning the cursor where you want the new text to be inserted, use the Paste command to insert the Clipboard contents at the cursor position.

To select the text you want to move:

1. Use the arrow keys to move the cursor to the beginning of the second sentence of the document below the headline *Campaign for Centurion home security product line*, toward the end of your outline.

The cursor should be on the T of the sentence that begins *The product line consists of an alarm system...*

2. Choose Mark Text from the Edit menu by pressing **F10** **E** **M**.

3. Use the arrow keys to move the cursor to the end of the sentence.

As you move the cursor, the text is selected and highlighted. If you select too much text, press **←** to reduce the highlighted area. Now that you have selected this sentence, you need to tell GrandView what to do with it.

To move the selected text:

1. Choose the Cut command from the Edit menu by pressing **F10** **E** **X**.

GrandView removes the highlighted sentence from the outline and places it on the Clipboard.

You can use the Paste command to insert the contents of the Clipboard into the second paragraph.

2. Use the arrow keys to move the cursor to the first character of the second paragraph.

The cursor should appear on the S of the paragraph that begins with *Software modules are available for activity simulation ...*

3. Press **F10** **E** **P** to choose the Paste command from the Edit menu.

GrandView displays the Paste submenu with one command—the Text at Cursor command.

5. Press **←** to select the Text at Cursor command.

GrandView inserts the sentence into the second paragraph.



You can also use the Cut command to delete text without pasting it. Using the Cut command is faster than using the Backspace or Del keys to remove larger selections of text.

Deleting Headlines

So far, you have used the Backspace and Del keys to delete individual characters and the Cut command to delete selected text. Now you will see how to use the Delete Headline suboutline command to delete a headline and its suboutline, which includes all of its subheads and documents.

To delete a headline and its suboutline:

1. Use the arrow keys to move the cursor to the headline *Memos and Correspondence*.

You are now going to delete this headline and the subhead below it.

2. Press **F10** **E** **D** to choose the Delete command from the Edit menu.

The Delete submenu appears.

3. Press **H** **L** to choose the Headline/Sub-Outline command.

GrandView deletes the headline *Memos and Correspondence* and its subhead. The cursor moves to the next headline. Note that the labels to the left of the remaining headlines change to reflect that there are now fewer items in your outline.

Changing the Type Font and Style

When you create an outline, GrandView uses a preset or *default* font and style for all text. You can change the font and style of selected text to highlight portions of your outline. You use the Mark Text command to select the text you want to change.

In the next exercise, you will highlight an important task in the outline by changing the style to Bold. (The process is the same for changing the font.)

To change the type style:

1. Under *To Do List*, use the arrow keys to position the cursor on the W of the headline *Work on Ad Slogan*.

2. Press **F6**.

This is the keyboard command for the Mark Text command.

3. Use **→** to extend the selection to the end of the headline *Work on Ad Slogan*.

4. Press **F10** **L** **F** to choose the font command from the Layout menu.

The Font submenu appears.

5. Press **M** to select the Marked Text Font command.

The Marked Text Font and Style dialog box appears, listing the available styles and fonts. Your choice of available fonts will depend on which GrandView printer driver is installed. (For the moment, don't worry about the printer driver. You will learn how to install one in the tutorial *Formatting and Printing Outlines*.)

6. Use the arrow keys to choose Yes for the Boldface, and press **↵**.

The status line shows that the text is now Bold. If you are using a color monitor, the boldfaced text and plain text will appear in different colors.



NOTE: You can also change the default font and set a different font and style for each headline level in the outline. You will learn how to do this in the tutorial *Formatting and Printing Outlines*.

Changing the Labeling Style

You can change the labeling style that is used for each outline level. For your convenience, GrandView includes a variety of preconfigured label styles. For example, in the current outline, the Harvard labeling style is used. In the Harvard label style, the first level uses uppercase Roman numerals (I., II., III., etc.), the second level uses upper-case letters (A., B, C., etc.), and the third level uses Arabic numerals (1., 2., 3., etc.). In the following exercise, you will change the label style to the Legal label style. In the Legal label style, the first level uses 1., 2., 3., etc. The second level uses 1.1, 2.1, 3.1, etc. The third level uses 1.1.1, 2.1.1, 3.1.1, etc.

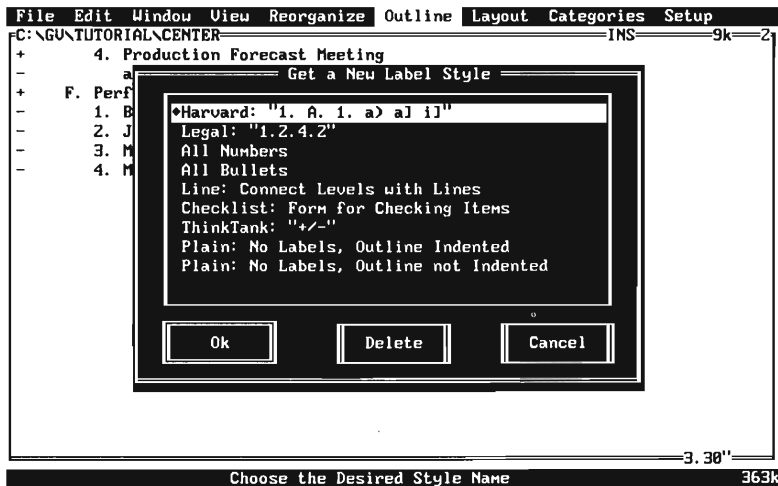
To change the labeling style:

1. Press **F10** **O** **L** to choose the Labels command from the Outline menu.

The Labels submenu appears.

2. Press **G** to select the Get Style command.

The Get a New Label Style dialog box appears.



The Get New Label Style dialog box

3. Use the up and down arrow keys to select the Legal label style, and press **↵**.

The headline labels for the entire outline change to the Legal style.

Tutorial: The Get New Label Style dialog box: 3-21

Adding a Date and Time Stamp

As you complete the tasks listed underneath the headline *To Do List*, you may want to insert the current date and time for your records. You can use the commands on the Edit menu's Stamp submenu to insert date and time stamps into your outline.

To insert a date and time stamp into the outline:

1. Use the cursor arrow keys to move the cursor down to the headline *Call Amy Johnson and Bob Higgins about Centurion Campaign* located underneath the headline *To Do List*.
2. Press **↵**, and then **→**, to create a subhead below the headline *Call Amy Johnson....*
3. Press **F10** **E** **T** to choose the Stamp command from the Edit menu. The Stamp submenu appears.
4. Press **C** **D** to choose the Current Date command.
GrandView inserts the current date (as defined by DOS) into your outline at the cursor position. You can adjust the format of the date GrandView uses for date stamps by using the Date Format command on the Setup menu.
5. Type a comma, followed by a space, to separate the date stamp from the time stamp you are about to add.
6. Press **F10** **E** **T** to choose the Stamp command from the Edit menu.
7. Press **C** **T** to choose the Current Time command.

GrandView inserts the current time (as defined by DOS) into your outline at the cursor position. You can adjust the format of the time GrandView uses for time stamps by using the Time Format command in the Setup menu.



*You can also insert a live date or time stamp that automatically updates itself to reflect the current date and time. For example, you can insert a live date or time stamp in your outline's footer so that when you print the outline the footer shows the date or time of printing. (You will learn how to create a header and footer in the tutorial **Formatting and Printing Outlines**.)*

Working in Multiple Outlines

With GrandView, you can open as many as nine outlines and switch among the open outlines to review and edit each of them. In the following exercise, you will open two additional outlines without closing the CENTER outline you have been revising.

To open additional outlines:

1. Press **[F10]** **[F]** **[O]** to choose the Open command from the File menu.
GrandView displays the Open Outline dialog box.
2. Use the arrow keys to highlight the name MKTGPLAN, and press **[↵]**.
GrandView opens the MKTGPLAN.GV outline in a separate window and places this window on top of the CENTER.GV outline window.
3. Open a third outline by choosing Open from the File menu again, highlighting the outline named ADDRESS, and pressing **[↵]**.
GrandView opens the ADDRESS.GV outline in a separate window, which covers the other two outline windows.

Now you have three outlines open at once: CENTER.GV, MKTGPLAN.GV, and ADDRESS.GV. You can see only the last outline you opened because it is on top of the other two. In a moment, you will see how you can arrange outlines so that you can view them all at the same time. But first you will learn how to switch to another open outline.

Switching Between Open Outlines

There are two ways to switch between open outlines. You can use the Choose Window command on the Window menu, or you can hold down **Alt** and type the window number for the outline you want. The window number appears in the upper-right corner of the outline window and indicates the order in which you have opened the outlines.

In the following procedure you will use both methods to switch between outlines.

To switch to another outline:

1. Choose the Choose Window command from the Window menu.

GrandView displays a submenu that lists the outlines you have opened, in the order in which you have opened them. It also includes the Next and Previous commands.

2. Select the MKTGPLAN.GV outline, and press **↵**.

GrandView brings the MKTGPLAN.GV outline to the front, placing it on top of the other open outlines.

3. To use the keyboard command to switch to the first outline you opened, press **Alt** **1**.

(Use the **1** on the top row of the keyboard, not the **1** on the numeric keypad.)

GrandView brings the CENTER.GV outline to the front, placing it on top of the other open outlines. The CENTER outline is in Window Number 1 because it was the first outline you opened.

Arranging Outlines on the Screen

If you want to view all open outlines at once, you can use GrandView's tiling commands. The tiling commands divide the screen into sections, and displays each open outline in a different portion of the screen. Tiling outline windows helps you view all open outlines at once, so you can switch between them quickly.

To tile open outlines:

1. Choose Tile from the Window menu.

GrandView arranges the open outlines in three sections.

2. To tile the open outlines horizontally, choose Horizontal from the Window menu.

GrandView arranges the open outlines in three horizontal sections.

3. To tile the open outlines vertically, choose Vertical from the Window menu.

GrandView arranges the open outlines in three vertical sections.

4. To arrange outlines like folders on a desktop, choose Overlay from the Window menu.



*If you want more control over the size and placement of open outlines, you can use the **Preset Sizes** command. The **Preset Sizes** command offers ten ways to present the current outline. For more information, see **Preset Sizes** in the Reference section of this guide. If you want to specify precisely how outline windows appear, use the **Move/Size Window** command. For more information, see **Move/Size Window** in the Reference section of this guide.*

Zooming an Outline Window

Suppose you want to focus on the outline called CENTER. You can use the Zoom command on the Window menu to expand this outline to full-screen size. When you have finished working in this outline, you can return it to the size it was before you used Zoom.

To zoom the CENTER outline:

1. To switch to the CENTER outline, choose Window Number 1 by pressing **Alt** **1**.
GrandView moves the cursor into the CENTER outline.
2. Choose Zoom from the Window menu. The outline expands to full-screen size.
3. To return the CENTER outline to its previous size, choose Zoom again.
The CENTER outline returns to its tiled size.

Using a Template

If you have standard headlines or documents that you routinely use in your outlines, you may want to store this selection as a special file, called a template, so that you can insert it into any outline. For example, template text can be an entire outline form (in which you would fill in the blanks), or a document such as a standard letter or memo, or a combination of outline and document text. The template file itself cannot be opened or edited.

In the following exercise you will learn how to insert a template into an outline and then create a new template of your own.

To insert a template into your outline:

1. Press **Alt** **3** to move the cursor to the outline ADDRESS.GV.
2. Move the cursor to the top headline, *Personal Address File*, and choose Templates from the Outline menu by pressing **F10** **O** **T**.

The Templates submenu appears.

3. Choose Insert from the submenu.

The Insert submenu appears.

4. Choose As Subhead.

GrandView displays the Paste Templates dialog box. This dialog box resembles the Open Outline dialog box, except that it contains only template files.

5. Using the arrow keys, choose the template called Address, and press **Enter**.

GrandView inserts a name and address form below the headline *Personal Address File*.


Before you enter information into the form, suppose that you decide you want to change the form itself and save the modified version as a new template. The following exercise shows you how to do this.

Creating a Template

You can install any selected portion of an outline as a template to be used in other outlines.

Let's say you want to create an address form template that contains an additional line for a FAX number.

To create a new template:

1. Use the arrow keys to select the headline *Phone*., and press .

GrandView adds a new headline below the selected headline.

2. Type the following headline:

FAX Number:

Now you are ready to install the address form as a new template.


3. Select the headline *Last Name*.

Selecting this headline tells GrandView that you want the entire suboutline, beginning with *Last Name*, to be installed as a new template.

4. Choose Templates from the Outline menu, then choose Create from the submenu.

GrandView displays the Create Template dialog box. This dialog box is similar to the New Outline dialog box, except that it contains only template files.

5. Type the new template name:

Address2 

This becomes the name of the template. GrandView stores each template in a separate file on disk. Template names are subject to the same naming conventions as any DOS filename, you can use up to eight letters or numbers. GrandView automatically assigns the extension .TPL to each template file.

GrandView closes the Create Template dialog box and saves your template to disk. The template includes the headline *To Do List* and all of its subheadlines.

Now that you have finished this tutorial, you can close each of the three outlines. This time, do not save the changes you have made. (To close an outline, use the Close command on the File menu.)

Where to Go from Here

In this tutorial you have learned how to create and edit an outline and how to use the basic techniques of reorganizing an outline. You also have learned how to manage more than one outline window and create and use templates.

GrandView provides a variety of sample template files on the Sample Files/Utilities disk. You can use these templates to get started, or modify them to suit your needs and create new templates of your own. You may want to look through these templates before you go on to the next tutorial.

When you are ready, move on to the next tutorial, *Organizing with GrandView*, which introduces some more advanced techniques for reorganizing your outlines.

ORGANIZING WITH GRANDVIEW

GrandView is an excellent tool for organizing and reorganizing ideas and information. In this tutorial, you will organize and rearrange an outline using the commands on the Reorganize and Outline menus. Specifically, you will learn how to do the following:

- Focus on a headline or suboutline by hoisting it
- Use the Promote and Demote commands for moving groups of headlines
- Use the Mark and Gather commands to reorganize your outline
- Prioritize a list of headlines
- Name headlines
- Use named headlines with the Send to Name command

Preparing for This Chapter

Before you begin this lesson, GrandView must be installed. If you haven't yet installed GrandView, review *Installing GrandView*, earlier in this guide.

Be sure you have created backup copies of both the GrandView Program disk and the Sample Files disk.

To start this tutorial:

1. Turn on your computer and start GrandView.
2. Open outline CENTER.GV:

If you are using a floppy disk system, the outline is located in the TUTORIAL subdirectory of your Sample Files diskette.

If you are using a hard disk system, the outline is located in the TUTORIAL subdirectory of your GrandView directory.

If you need assistance starting GrandView and in opening outline files, review the tutorial *Getting Started with GrandView*, earlier in this section.

Focusing on One Suboutline

When you are working with a large outline, there are times when you want to focus on just one part of the outline. For example, you might want to isolate the headline *Projects* in the Status Center outline. That way, you can focus on the details of the projects to be accomplished without being distracted by unrelated information. The Hoist command moves a selected headline to the upper-left corner of your screen, and blocks out the rest of the outline. This lets you concentrate on the hoisted headline and on any information that is subordinate to it. The De-Hoist command lets you undo this hoisting.

A hoisted headline acts like an outline within an outline. When you hoist a headline, it temporarily takes on the characteristics and constraints of the home headline.

You can hoist subheadlines under a hoisted headline. This lets you create an outline structure made up of outlines nested within an outline. You can have a maximum of 10 nested hoists.

To hoist a suboutline:

1. Use the arrow keys to move the cursor to the headline *Projects*.
2. Choose Hoist from the Outline menu.

GrandView hoists the headline *Projects*. Notice the following:



- You cannot see the rest of the outline.
 - The label H1 appears in the upper-right corner, indicating that you have hoisted one suboutline.
 - The headline label, D., hasn't changed.
3. Use the arrow keys to select the headline *Advertising Ideas*, and choose the Hoist command again.

Notice that the label H1 changes to H2.

Demoting Headlines

Now that you have focused on the advertising plan, you are going to reorganize the six advertising slogans in the outline. Later, you will use a special GrandView command to rank the slogans from best to worst. To reorganize your outline, you will use the Demote command.

To insert the list of advertising slogans:

1. Use the  key to expand the headline *Advertising Ideas*.
2. Press  to create a new headline underneath *Advertising Ideas*.
3. Type the following:

Ad Slogans

You can see that GrandView inserted this headline at the same level as the list of ad slogans. However, you really want the slogans to be subheadlines of *Ad Slogans*. You can move each headline to the right individually, but a faster way to reorganize the headlines without moving each one separately is to use the Demote command. The Demote command takes all headlines that are listed after the current headline, and at the same level, and moves them one level to the right.

To demote the slogans:

1. Select the headline *Ad Slogans*.
2. Choose Demote Rest from the Reorganize menu.

All the headlines below and at the same level as the headline *Ad Slogans* now move one level to the right. They have been demoted.

GrandView also has a command for moving blocks of headlines one level to the left. This command is called Promote Subheads. For information on promoting headlines, see *Promote Subheads* in the Reference section.

DeHoisting a Suboutline

To return to the full outline, use the DeHoist command:

- Select the Outline menu, choose Hoist, and then select De-Hoist All.


GrandView undoes the two hoists you performed earlier and returns you to the full outline.

Marking Headlines

Now you are going to see how you can use GrandView to check off items for you in your outline, and move them as a group to a new location.

GrandView has two commands that are particularly well suited to this task—Mark and Gather. The Mark command lets you mark or flag any number of headlines that you want to move or copy. Later, you can use the Gather command to collect the marked headlines and move or copy them to another location in your outline.

To mark headlines:



1. Select the headline *Marketing Material Design*, underneath the headline *Projects*.
2. Press the Asterisk key,  on the numeric keypad to expand all the hidden headlines.



The expanded headlines identify the marketing materials for the project.

3. Select the headline *Product Summary Sheet*.
4. Choose the Mark command from the Reorganize menu. GrandView displays the Mark submenu.



5. Choose the Headline command from the Mark submenu.

The label in front of the headline changes to an inverse video block. This indicates that the headline is marked.

NOTE:  You can also use the keyboard command  to mark headlines.

6. Use  to mark the headlines *Product Line Booklet*, *Brochure*, and *Poster*. (If your keyboard does not have an  key, select the Mark command from the Reorganize menu.)

Notice that when you mark the headline *Product Line Booklet*, its subheadlines are marked also.

NOTE:  The Mark command works like a toggle. If the cursor is on a marked headline, pressing  (or choosing Mark from the Reorganize menu) unmarks the headline.

Gathering Headings

Once you have marked the headlines, you need to collect them and put them into another section of your outline. You can do this with the Gather command.

To gather your marked headlines:


1. Move the cursor to the headline *Update Marketing Material With New Ad Slogan*, and expand it by pressing the + (plus) key on the numeric keypad.
2. Select the headline *Items to Delegate to Bill*.
3. Choose Gather from the Reorganize menu.

GrandView displays a dialog box with options that specify what you can do with the gathered headlines (the Type options) and where you can place the headlines (the Destination options).

You can manipulate the marked headlines in three ways:

- If you select Move Marks, GrandView will remove the marked headlines from their original location and place them in a new location.
- If you choose Duplicate Marks, GrandView will copy the headlines and place the copies in a new location.
- If you choose Clone Marks, GrandView will clone the marked headlines and move the clones to a new location. A clone is a dynamic copy of a headline. This means that if you change the text of either the clone or the original headline, the text of the other headline changes automatically. For example, you might have two headlines about the same piece of marketing material. As you complete a piece of marketing material, you might put a date stamp on one of the associated headlines. If the two headlines are clones of each other, you only have to date stamp one of the headlines—GrandView updates the other headline automatically.


NOTE: *When a headline is cloned, the structure symbol for both the clone and the original change to an ampersand (&).*

4. Press  to choose the Clone Marks option.

5. Press  to move the cursor to the Destination box.

You can place the cloned headlines into the outline in one of three ways:

- If you choose New, GrandView creates a new headline called *gathered headlines* and places the cloned headlines underneath it as subheadlines.
- If you choose Subheads, GrandView inserts the gathered headlines as subheadlines of the current headline.
- If you choose Level, GrandView places the gathered headlines below and at the same level as the current headline.

6. Press  to choose the Subheads option.

7. Press  to choose the Gather button.

GrandView collects the marked headlines under *Marketing Material Design*, clones them, and inserts them as subheadlines of the headline *Items to delegate to Bill*.

8. To see how clones work, select one of the cloned headlines, and insert a static date stamp.

GrandView inserts the date stamp into both the clone and the original headline.

Prioritize

You can use GrandView's Prioritize command to review and prioritize the advertising slogans you demoted earlier in this tutorial. The Prioritize command lets you decide the precise order of the headlines in a suboutline.

To use the Prioritize command:

1. Select the headline *Ad Slogans*, under the headline *Advertising Ideas*.
2. Hoist the headline by choosing Hoist from the Outline menu.
This allows you to focus on just that part of the outline.
3. Select the first ad slogan in the list, *A Century's Worth of Protection*.

4. Choose Prioritize from the Reorganize menu.

GrandView displays a list of options along the bottom of the screen, and a large bar called Next Target.

In the next steps, you will move the slogan you like best to the top of the list.

5. Press **[↓]** to select the headline *Centurion: A Sentry by Your Side*.
6. Press **[T]** for Top, type **[1]**, and press **[↵]** to place this headline at the top of the suboutline.

GrandView moves this headline above the Next Target bar. Now you decide you want *State of the Art Security with the Authority of the Ancients* to be second from the top.

7. Select *State of the Art Security with the Authority of the Ancients*, and press **[N]** for Next.

You decide that the third slogan should be *High Tech Security with the Authority of the Ancients*.

8. Select *High Tech Security with the Authority of the Ancients*, and choose **[N]** for Next.

The slogan you like least is *The Electronic Guard: He Can't be Bought with a Bone*, so you decide to move this headline to the bottom of the list.

9. Select *The Electronic Guard: He Can't be Bought with a Bone*, press **B** for Bottom, type **1**, and press **↵** to place this headline at the bottom of the list.

The ad slogans are now in order, ranked from best to worst.

10. Press **Esc** to exit the Prioritize command and return to the hoisted suboutline.
11. Choose De-Hoist from the Outline menu to return to the full outline.

Naming Headlines

Now you are going to use GrandView's naming commands to perform some special reorganization on your outline. GrandView lets you assign a name to each headline in your outline. Headline names are like street addresses. They help you jump to or move information to specific parts of your outline. Once a headline is named, you can send other headlines to it using the Send To Name command.

For example, if the headline *Items Completed* is named *Done*, you can use the Send To Name command to move *Work on Ad Slogan* underneath *Items Completed*, as you have now completed that task.

There are two commands that let you name a headline: the Auto Name command and the Name Headline command. In the following exercise you will learn how to use both commands.

To name a headline automatically:

1. Select the headline *To Do List*, near the top of the outline.
2. Choose Name Headline from the Outline menu. GrandView displays a submenu.
3. Choose Auto Name from the Name Headline submenu, or press the keyboard command **Alt N**.

GrandView displays the name of the headline in the status line at the bottom of the screen:

Name: TO DO LIST

The Auto Name command creates a name from the first 12 characters of the selected headline.

Each headline name in an outline must be unique. If you use the Auto Name command on two headlines that start with the same 12 characters, GrandView removes the name from the first headline and assigns it to the second headline. When you use the Auto Name command, be sure you don't create duplicate names.

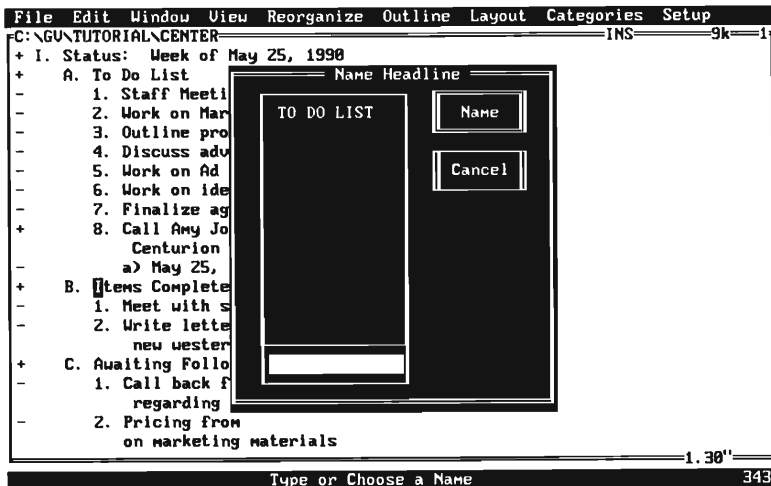
To name a headline manually:

1. Select the headline *Items Completed*.
2. Choose Name Headline from the Outline menu.


GrandView displays a submenu.

3. Choose the Name Headline command from the submenu.

GrandView displays this dialog box:



The Name Headline dialog box

4. Type *Done* in the name field at the bottom of the dialog box, and press .

GrandView assigns the name *Done* to the headline *Items Completed*, and displays the name at the bottom of the screen.

Sending Items to a Named Headline

Now that you have assigned names to the headlines *To Do List* and *Items Completed*, you can use the Send to Name command to move headlines to those named locations.

To use the Send To Name command:

1. Select the headline *Work on Ad Slogan* underneath the headline *To Do List*.
2. Choose Send To Name from the Outline menu's Send/Jump Headline submenu.

You have worked on the ad slogan, so you can send that item from your to do list, to the headline named *Done*.

3. Use the arrow keys to highlight *Done*, and press .

GrandView takes the current headline and places it underneath the headline named *Done*.

Where to Go from Here

In this tutorial, you learned some of the more advanced organizational techniques available in GrandView for restructuring your outline. The Mark and Gather commands are good for flagging items in your outline and for moving them as a group to another location. The Prioritize command is useful for reorganizing a list of names, ideas, suggestions, or things to do. Naming headlines is useful for moving quickly through long documents or for sending items to a location in your outline that might be hard to locate quickly. When you are ready, you can move on to the next tutorial, *Working with Categories*, where you will learn how to use the category features of Grandview to organize and manage your projects.

WORKING WITH CATEGORIES

In this tutorial, you will use the Category features of GrandView to organize information in your outline by different subject areas, or *categories*. Date and Priority categories are built into every GrandView outline, and you can create up to 20 categories of your own. After you have entered assignments in the categories for individual headlines, you can view all headlines that have assignments in a specific category. For example, you can list all headlines to which you have assigned a specific due date or priority status.

In this tutorial, you will learn how to do the following:

- View category information in Outline View
- Create your own categories
- Enter assignments in each category for individual headlines
- Use Category View and Calendar View to display headlines and their assignments by category
- Print headlines and their assignments by category

To start this tutorial:

1. Turn on your computer, and start GrandView.
2. Open outline PROJECT.GV:
 - If you are using a floppy disk system, the outline is located in the TUTORIAL subdirectory of your Sample Files diskette.
 - If you are using a hard disk system, the outline is located in the TUTORIAL subdirectory of your GrandView directory.
 - If you need assistance in starting GrandView and in opening outline files, review the tutorial *Getting Started with GrandView*, earlier in this section.


Displaying Categories in Outline View

The outline you have just opened lists the tasks involved in promoting a new product. A due date and a priority have already been entered for various tasks in the Date and Priority categories. To see this information in Outline View, you can use either category columns or the Category Display.

USING COLUMNS

Category information can be displayed in columns to the right of your outline. So far, the current outline contains only the two built-in categories—Date and Priority. Let's turn columns on to see the date and priority assignments that have been entered for each task.



To turn on the Columns:

1. Choose the Turn Columns command from the View menu, or press  **F2**.

The outline appears on the left side of the window, and the Date and Priority appear in two columns to the right of the outline. Notice that date and priority information has already been entered for many headlines in the Date and Priority columns. These entries are called *assignments*.

File Edit Window View Reorganize Outline Layout Categories Setup			
C:\GU\TUTORIAL\PROJECT		INS	8k=1
Outline	Date	Priority	
+ A. Introduction Plan: Project Centurion			
+ 1. Public Relations Events			
+ a. Press Releases			
- 1) Press Release One: Product Announcement+	5-1-90	High	
Announcing the release of the product, pricing, specifications, availability. Circulate to entire press list.			
- 2) Press Release Two: Installation Story+	6-1-90	Low	
Detail a recent installation and success story for the Centurion Security System. Look out for users of the product who would be willing to enter into a promotion and endorsement for the product. Circulate to major publications only.			
+ b. Press Interviews			
+ 1) Security Magazine Interview			
- a) Mary Millicent, Executive Editor			
+ 2) Sunrise Magazine Interview	5-28-90		
- a) Saul Prendergast, Managing Editor			
			1.00"
Press / for Menus; Return to Create a New Headline; F1 for Help			365k

GrandView can display up to three categories in columns. You can choose which combination of categories you want to appear in the columns by changing the column layout. For more information on creating, using, and modifying column layouts, see *Column Options* in the Reference section of this manual.

2. To turn columns off, choose the Turn Columns On/Off command from the View menu, or press  .


USING THE CATEGORY DISPLAY

The Category Display lists *all* categories for the currently selected headline. You will use the Category Display to enter an assignment in a category that does not appear in the columns.

To turn on the Category Display:

1. Choose the Turn Category Display On/Off command from the View menu.

The Category Display appears showing the Date and Priority assignments for the selected headline in the outline.

2. Press  to move the cursor to the next headline. The Category Display changes to show information for each headline as you select it.

Creating a New Category

Usually, you will decide which categories you want and then create all of them at the same time. However, you can also add a new category, or delete one, whenever you wish. Suppose you decide that you also want to keep track of the people responsible for completing each task, and the budget costs. You can create two new categories Person and Budget.

To create new categories:

1. Choose the Create Category command from the Categories menu.

The Create Category dialog box appears. The Date and Priority categories appear in the list box and the New Category Name field is highlighted.

The Create Category dialog box



2. Enter the following categories, and press after each entry.

Budget

Person

3. Press again to close the dialog box.

The two new categories are added to the Category Display.

Entering Assignments

After you have created the categories you want, you are ready to enter category assignments for individual headlines. For example, if Lisa is responsible for the headline *Evening Magazine story...*, you can assign Lisa in the Person category for this headline. There are four ways to enter an assignment:

- The Manual Assign command lets you enter assignments in the Category Display.
- The Column Assign command lets you enter assignments in a spreadsheet-like manner in columns to the right of the outline.
- The Quick Assign command lets you make an assignment from a selected word in the headline without having to retype the word.
- The Auto Assign command enables you to teach GrandView to enter assignments automatically as you type.







*Using the Auto Assign command requires that you first set up rules for GrandView to follow in entering assignments for you. Later, you may want to refer to **Auto Assign**, in the Reference section, for detailed instructions about this command.*

The following exercises show you how to enter assignments with the Manual Assign, Column Assign, and Quick Assign commands.

USING MANUAL ASSIGN

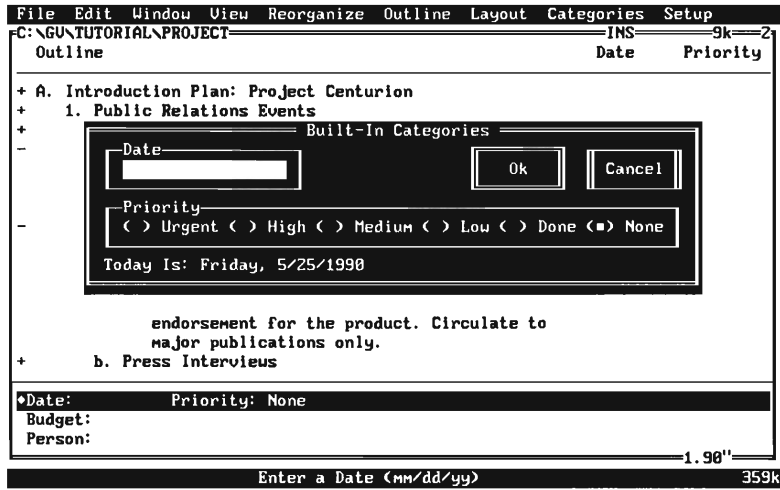
The Manual Assign command lets you enter assignments in the Category Display. With the Manual Assign command, you can enter multiple assignments per category for a headline. For example, you can use the Manual Assign command to assign the headline *Vertical Market Advertising* to both *Bob* and *Mary*.

1. Choose the Turn Category Display On/Off command from the View menu.
2. Press  or  to select the headline *Press Release Two*.
3. Press   to go to the Category Display.

GrandView highlights the Date and Priority categories. These categories are called built-in categories because they are included automatically with every outline.

4. Press **[Spacebar]** to display the Built-in Categories dialog box.

The Built-In Categories dialog box



5. Enter a date, using either slashes or hyphens as separators—for example, 5/18/90 or 5-18-90
If you use hyphens, GrandView translates them into slashes.
6. Press **[↓]** to move the cursor to the Priority box. Then use the left and right arrow keys to select High.
7. Press **[↵]** to enter these assignments in the Category Display.
8. Press **[↓]** to select the Budget category, type \$700.00, and then press **[↵]**. Notice that you do not need to display a dialog box to enter information in a category you have created. This is necessary only for the two built-in categories, Date and Priority.

9. Press **[↓]** to select the Person Category, and type

Mary, Bob

GrandView will assign both *Bob* and *Mary* to the Person category for this headline. Multiple assignments must be separated by commas.

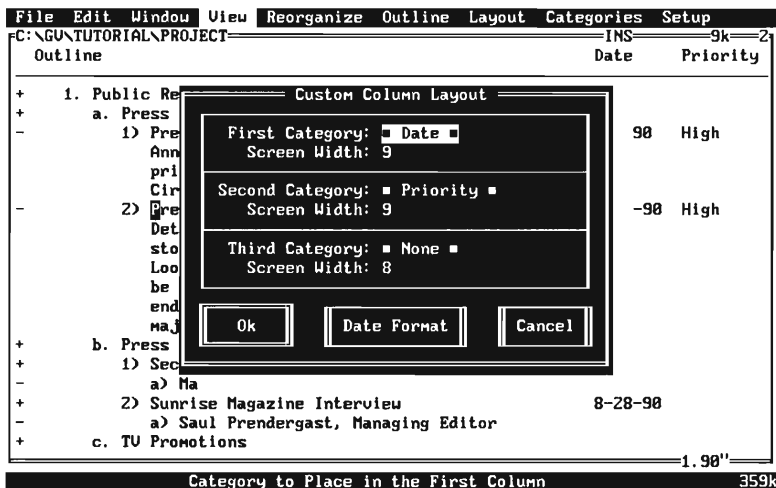
USING COLUMN ASSIGN

The Column Assign command lets you make assignments to the categories displayed in the columns to the right of the outline. With the Column Assign command, you enter assignments in much the same way that you enter data into a spreadsheet.

To enter assignments in Columns:

1. Choose the Turn Category Display On/Off command from the View menu.
2. Press **[↑] [F2]** to turn columns on. GrandView displays columns for Date and Priority. To add a column for the Person category you use the Column Options command.
3. Press **[F10] [V] [N] [C]** to choose the Customize Current Columns command. GrandView displays the Customize Column Layout dialog box.

*The Customize
Column Layout
dialog box*



4. Use the arrow keys to select the third category field, and press **Spacebar** to display a list of categories.
5. Use the arrow keys to select the Person category, and press **↵**. GrandView displays the category Person in the Third Category field.
6. Press **↵** to save the changes you have made to the columns and to return to the outline. GrandView displays a third column for the Person category.
7. Choose Column Assign from the Categories menu, or press **Ctrl** **↵**. Pressing **Ctrl** **↵** toggles between the selected headline and the first column—in this case the Date column.
8. Press **F6**. GrandView displays a calendar of the current month, or the month of the date assigned to the headline, if one has been assigned. You can use the arrow keys to choose another date. Pressing **PgUp** and **PgDn** allows you to move from one month to the next. Press **↵** after selecting a date.
9. Press **→** to move to the Priority column, type the letter M, and press **↵**.

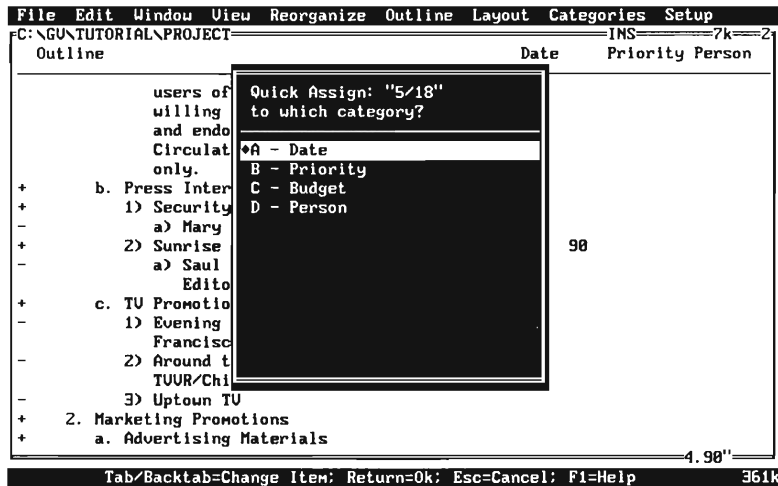
When you type the letter M, the word Medium appears in the highlighted edit box at the bottom of the screen. Pressing **↵** enters this status in the Priority column.

USING QUICK ASSIGN

When a headline contains text that you want to use as a category assignment, you can use the Quick Assign command to make the assignment. For example, the headline *Security magazine Interview, 5/18* contains a date that you can use as a date assignment. The following exercise shows how to use the Quick Assign command.

To make assignments with Quick Assign:

1. Press **Ctrl** **[F2]** to move the cursor from the columns to the headlines.
2. Select the headline *Security magazine Interview, 5/18*, and move the cursor to the date 5/18. (It doesn't matter which character is selected in the date.)
3. Choose the Quick Assign command from the Categories menu, or press **F2**. The Quick Assign dialog box appears, listing all categories. The Date category is already selected.






The Quick Assign dialog box

4. Select the Date category, and press **[Enter]** to assign 5/18 to it. Notice that 5/18 appears in the Date column next to the headline.
5. Press **Ctrl** **[F2]** to return to the outline.







Editing Assignments

Although you have finished the assignments for the headline *Press Release Two: Installation Story*, you can go back and change the assignments any time you wish. For example, suppose that the schedule has shifted, and you need to add people to several of the tasks and change the due dates. The following exercises demonstrate how to change assignments in columns as well as in the Category Display.

To edit an assignment in the Category Display:

1. Press   to turn the Category Display on.
2. Select the Person category.
3. Choose one of the following options:
 - To delete the current assignment in the Person category, press . GrandView deletes the assignment.

NOTE:

If you inadvertently delete an assignment by pressing , simply press , and GrandView will restore the original assignment(s).
 - To modify, or edit, the current assignment, press . GrandView moves the cursor to the end of the current assignment without deleting it.
 - To add an assignment to the existing assignment, press the spacebar, enter a comma, and type the new assignments. Multiple assignments to the same category must be separated by commas.
4. Press  when you have finished changing the assignment.
5. Press   to move the cursor to the outline.

EDITING ASSIGNMENTS IN COLUMNS

1. Press **Ctrl** **[←→]** to move the cursor to the columns, and then select the Person column.

2. Choose one of the following options:

- To add an assignment, press **F6**. GrandView displays the assignment list. Type as much text as necessary to match the assignment you want to add, and press **[↵]**. GrandView adds the new assignment to the existing assignments.

NOTE: *The Date and Priority categories can have only one assignment. When you choose a new date or priority assignment, GrandView replaces the old assignment with the new one.*

- To edit an assignment, press **F2**. GrandView moves the cursor to the edit line at the bottom of the screen, where you can edit the assignment. Press **[↵]** when you have finished editing.
- To delete a single assignment, press **F2**. GrandView moves the cursor to the edit line, where you can selectively edit and delete assignments. Press **[↵]** when you have finished editing.
- To delete all assignments, press **Del**.

4. Press **Ctrl** **[←→]** to return to the outline.

Working in Category View

Columns let you see category assignment information in outline format. Sometimes, however, it is useful to view all the items assigned to a particular category, regardless of their location in the outline or their relationship to other headlines. For example, you might want to view all of the tasks assigned to one person, or all of the high priority items in a project outline. Category View lets you selectively view headlines based on assignment, without regard to outline structure. In the following exercises, you will learn how to use Category View.

DISPLAYING HEADLINES BY CATEGORY ASSIGNMENT

The following steps show you how to display a list of headlines to which you have assigned a *specific* date, person, or priority.

To view an outline by categories:

1. Open the outline PROJECT2.GV.
2. Choose the Category View command from the Categories menu, or press **[F3]**.

In the upper-left corner, GrandView lists the categories that you have set up for your outline, and in the upper-right corner, GrandView lists the assignments made for each category. At the bottom of the screen, you see all the headlines that you have assigned to a particular category and assignment.

Category View

File Edit Window View Reorganize Outline Layout Categories Setup			
C:\GV\TUTORIAL\PROJECT2		INS 9k 1	
Categories		Assignments	
Date Priority ♦Person Responsible Project Type Budget/Line Items		♦Bob Martin Mary	
<div>■ Press Release One: Product Announcement♦ 5-1-90 High Announcing the release of the product, pricing, specifications, availability. Circulate to entire press list.</div> <div>■ Retail Sales Blitz -- Bob!</div> <div>■ Press Release Two: Installation Story♦ 6-1-90 Low Detail a recent installation and success story for the Centurion Security System. Look out for users of the product who would be willing to enter into a promotion and endorsement for the product. Circulate to major publications only.</div> <div>■ Vertical Market Advertising ♦ Research advertising to security specialist</div>			
Edit Headlines: Tab for New Category/Assignment: F1 for Help 365k			

3. Use the arrow keys to select the Person category.
4. To view headlines with due dates that are assigned to *Martin*, press **[→]** to move the cursor to the Assignment box. Then press **[↓]** to select Martin. Notice that GrandView also displays columns for Date and Priority.



GrandView uses the same columns in Category View that are displayed in Outline View. If one of the columns in Outline View is the same as the category you choose in Category View, GrandView does not display that column in Category View.

4. To view headlines by Priority instead of Person, press to move the cursor back to the Categories box. Then press to select the Priority category. Notice that the diamond symbol (◆) appears next to High in the Assignments box. This tells you that the headlines at the bottom of the screen were assigned the High priority.

Take a moment to experiment with Category View by selecting different combinations of categories and assignments.

UPDATING HEADLINES IN CATEGORY VIEW

As you keep track of changes and developments in a project, you can update the outline from within Category View. When you add or edit a headline in Category View, GrandView automatically updates the outline for you in Outline View.

To add and edit headlines in Category View:

1. Choose Person in the Category box, and choose *Bob* in the Assignments box. GrandView displays the tasks assigned to *Bob* at the bottom of the screen.
2. Press to move the cursor down to the area at the bottom of the screen.
3. Press to move the cursor to *Vertical market advertising*.
4. Press to insert a new headline below *Vertical market advertising*, and type

Secure America Magazine

Home Safety Magazine

GrandView inserts these headlines in the outline below, and at the same level, as the headline *Vertical market advertising*.



NOTE: *When you add a headline in Category View, the headline is inserted into the original outline below the headline that you selected in Category View. Since Category View does not display headlines in a hierarchy, you cannot move a headline to the left or right. You must perform this function in Outline View. For more details on how to edit headlines in Category View, refer to **Category View** in the Reference section of this guide.*

5. Use the arrow keys to move the cursor to *Vertical market advertising* and press **End** to move the cursor to the end of the line.

6. Press **Ctrl** **↵**, and type

An expensive option

7. Press **F3** to return to Outline View. You will see that your changes and the new headlines appear in the outline.

You can perform many other tasks in Category View, such as using the Sort and Prioritize commands to reorganize headlines. After you have finished this tutorial, you may want to refer to *Categories* and *Category View* in the Reference section of this guide to learn about these and other features.

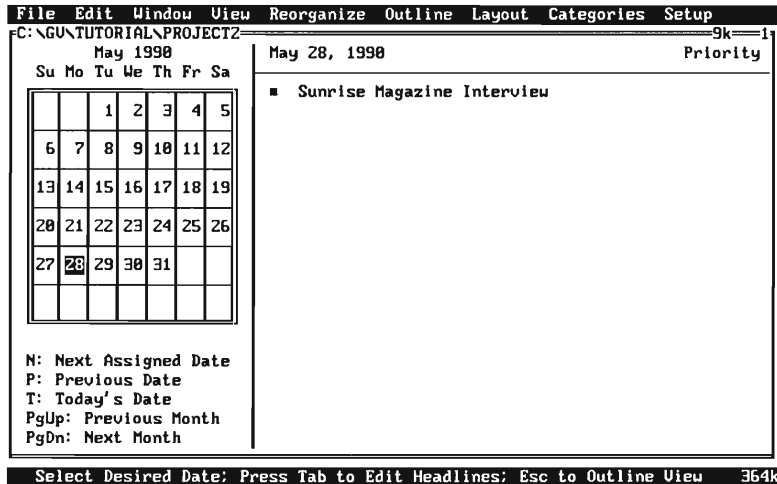
Working in Calendar View

You can also display category information in Calendar View. Calendar View is a special feature for viewing date assignments. You can browse through the calendar to select a date and display the headlines assigned to it. You can also add a new headline and assign it to a date. When you add a headline in Calendar View, GrandView inserts it into your outline.

To display headlines by date assignment:

1. Choose Calendar View from the View menu, or press **F4**.

GrandView displays a calendar for the current month. The date selected on the calendar is the first date that has headlines assigned to it, or today's date if there are no assignments in this month. Dates that have headlines assigned to them are highlighted.



Calendar View

2. Use **PgUp** or **PgDn** to display the calendar for May.

Pressing **PgUp** displays the previous month; pressing **PgDn** displays the next month.

3. To select the next assigned date, press **N**. To select the previous assigned date, press **P**.

As you select each date, any headlines assigned to this date appear in the headline area of the screen.

UPDATING THE OUTLINE IN CALENDAR VIEW

You can update the outline from within Calendar View by adding or editing headlines, just as you were able to do from within Category View. When you add a headline in Calendar View, you are assigning it a date as well.

If you add a headline to a date that has other headlines assigned to it, the new headline is inserted into the outline below the headline selected in Calendar View. If you add a headline to a date that has no other headlines assigned to it, GrandView inserts this headline into the outline under the headline *Unplaced Headlines* when you return to Outline View.

To add headlines in Calendar View:

1. If you are in the headline area, press **[F4]** to move to the calendar.
2. Use **[P]** and **[N]** to select the date May 20.
3. Press **[←→]** to move to the headline area.
4. Use the arrow keys to move the cursor to the headline *Uptown TV story, Boston*, and press **[←→]**.

GrandView creates a new headline.

5. Type the text:

Weekend Special TV story, Phoenix

GrandView inserts this headline into the original outline below the headline *Uptown TV story, Boston*.



In Calendar View (as in Category View) you cannot move a headline to the left or right. You must perform this function in Outline View.

Next, you will add a headline to a date that's *not* assigned to any other headlines.

6. Press **[←→]** to move the cursor to the calendar and use the arrow keys to select the date May 11. Notice that there are no headlines displayed for May 11.
7. Press **[←→]** to return to the headline area.

8. Type the following:

Press Release Three: Product Support Story

GrandView will insert this headline in the outline under the headline *Unplaced Headlines*.

9. Press **[F4]** to return to Outline View.

Notice that the new headline Press Release Three: Product Support Story appears at the top of the outline, under the headline Unplaced Headlines. Since you have added this headline to a date that had no other headlines assigned to it, GrandView does not know where in the outline you want this headline placed. You can now move this headline to its proper location below Press Release Two: Installation Story.

You can also perform many other tasks in Calendar View. After you have finished this tutorial, you may want to refer to *Calendar View* and *Categories* in the Reference section of this guide to learn about these and other features.

Printing Categories and Assignments

There are several ways you can print categories and assignments:

- In Outline View you can print them by turning columns on and printing the outline.
- In Calendar View you can print date assignments for a day, a week, a month, or a range of dates that you specify.
- In Category View, you can print all assignments and associated headlines for a selected category.

For more information on printing category assignments, see *Print, Category View, Calendar View*, and *Categories* in the Reference Section.

Where to Go from Here

In the next tutorial, you will learn how to install and load printer drivers, how to use Print Tutor to format and print an outline, and how to save formats as layout styles. Font and styling effects will vary from printer to printer, and you should refer to the user's manual that came with your printer to find out about your printer's capabilities.

FORMATTING AND PRINTING OUTLINES

In this tutorial, you will use the Print Tutor command to format and print an outline. You will also learn how you can save an outline format as a template that you can apply to future outlines.

This chapter will show you how to do the following:

- Install printer drivers
- Load a printer driver
- Set page margins
- Change the font, size, and style of text
- Set line spacing and text justification
- Add a table of contents to your outline
- Set print options to control what elements are included in the printed outline
- Set a hard page break
- Preview and print your outline
- Create a layout-style template that you can apply to other outlines

Preparing for This Chapter

Before you begin this tutorial, you need to be sure that

- your printer is connected to your computer and is ready to print,
- the appropriate printer driver is installed in the GrandView subdirectory, and
- the printer driver is loaded in GrandView.

Installing and Loading a Printer Driver

The quality and appearance of your printed outline depends on the kind of printer that is attached to your computer. Some printers allow more variety in fonts and font styles than others. For GrandView to use the fonts and font styles available on your printer, you must first install the appropriate printer driver.

GrandView has printer drivers for most available printers. For the purposes of this tutorial, you will install and load the printer driver for the IBM ProPrinter™. If you do not have an IBM ProPrinter, you can use the printer driver specifically designed for your printer. However, the font styles and sizes in your final output may not appear the same as shown in this tutorial.

Printer Drivers are *installed* (i.e., copied from the GrandView disks) with GrandView's Installation program. The Installation program is a separate program run from DOS that copies some or all of the GrandView files to your hard disk or to another set of floppy disks. One of the options included in the Install program is to copy only printer drivers.

Printer Drivers are *loaded*, or selected, from within GrandView with the Select Printer command.

To install the IBM ProPrinter printer driver:





1. Insert the GrandView Program Disk #1 in the A drive and type

Install

2. The Installation program displays a screen with four installation options. Press 4 to select the Print Driver option.
3. The Installation program prompts you for the drive on which you want to install the printer driver. Use the up and down arrow keys to select the appropriate drive. After you have selected the drive, press .

A screen is displayed, prompting you for the directory into which you want the printer driver installed.

4. Enter the directory that contains your GrandView files, and press .
- A screen is displayed, listing many different printer manufacturers.

5. Use the arrow keys to move the cursor to IBM, and press .
A screen is displayed, listing the IBM printers that GrandView supports.
6. Use the arrow keys to select ProPrinter, and press .
The Install program prompts you for one of the printer disks.
7. Insert the appropriate Printer Driver disk, and press .
The Install program copies the ProPrinter printer driver to your GrandView directory and then displays a list of options for continuing the installation.
8. Press  to complete the installation without installing additional printers.
The Installation program returns you to DOS.

To load the IBM ProPrinter printer driver:

1. Start GrandView.
2. Open outline PLAN2.GV.
PLAN2.GV is located in the TUTORIAL subdirectory of your Sample Files diskette, if you are using a floppy diskette system. If you are using a hard disk system, it is located in the TUTORIAL subdirectory of your GrandView directory. PLAN2.GV is the outline you will use in this tutorial.




*If you need assistance in starting GrandView and opening outline files, review the tutorial, **Getting Started with GrandView**, earlier in this section.*

3. Choose the Printer Setup command from the Print menu.
GrandView displays the Printer Setup submenu.
4. Choose the Select Printer command.

GrandView displays the Load Print Driver dialog box, which lists the names of available printer drivers.



GrandView will list only those printer drivers on your Program disk that you installed with the GrandView Install program.

6. Use the arrow keys to highlight the printer driver “IBMPRO,” and press .



If you don't have an IBM ProPrinter, you can select the appropriate printer driver for your printer. However, the results described in this tutorial may vary slightly from what you experience. (For example, the fonts, sizes and styles supported by ProPrinter may or may not be supported your printer.)

Using Print Tutor to Format and Print Outlines

Now you are ready to format the marketing plan outline by setting the page margins, font, line spacing, and other options that control the appearance of the printed outline. You will also set the print options to control what elements will be included in the printed outline.

GrandView has a special command, called Print Tutor, which takes you through each dialog box that contains formatting and printing options. You can also use these same commands by choosing them from one of the GrandView menus. (Most of the commands are located on the Layout menu; the Print command is on the File menu.) Print Tutor, however, is much faster to use, especially when you need to set more than one option.

To start Print Tutor:

1. Choose Print from the File menu.
2. Choose Print Tutor from the Print submenu.

The Print Tutor dialog box appears. This is the first of a series of dialog boxes that will guide you through each step in formatting and printing your outline.

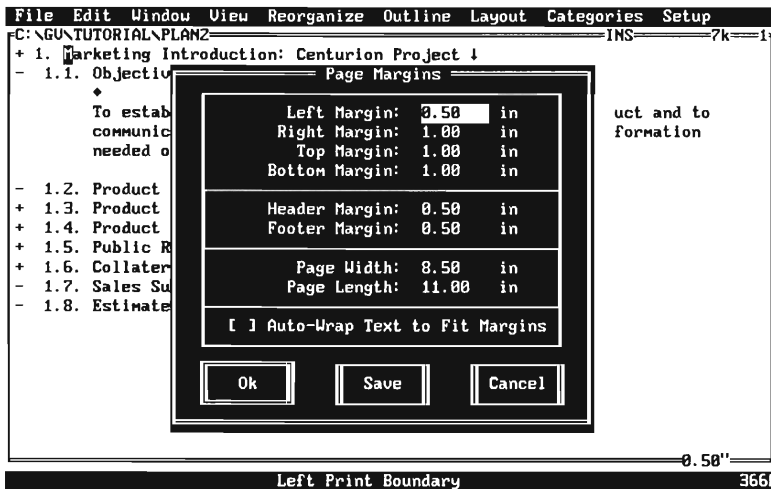
Setting Page Margins

The first step in formatting your outline is to set the page size and page margins. For example, suppose you want to print your marketing plan on company letterhead, which requires that you leave at least a 1.5 inch margin at the top of the page. You use the Page Margins command to set the left, right, top, and bottom page margins; these determine the size of the printable area on each page. The header and footer margins determine the position of header and footer text. (You will learn about creating headers and footers later in this section.)

To change the page margins:

1. Choose the Page Margins button in the Print Tutor dialog box.

GrandView displays the Page Margins dialog box:



The Page Margins dialog box

2. Use the arrow keys to move the cursor to the Top Margin option, and enter 1.50.

This option allows 1.5 inches of space between the top edge of the paper and the top edge of the printed text.

3. Choose OK, or press **↵**, to save this change and return to Print Tutor.

Notice that the Print Tutor dialog box now includes a Prev button. You can press **P** when you want to return to the previous set of format options to change a setting.

Setting the Default Font

Next, you will set the default font that you want to use for the outline. GrandView uses the default font for all text unless you set a different font for selected text or specific headline levels.

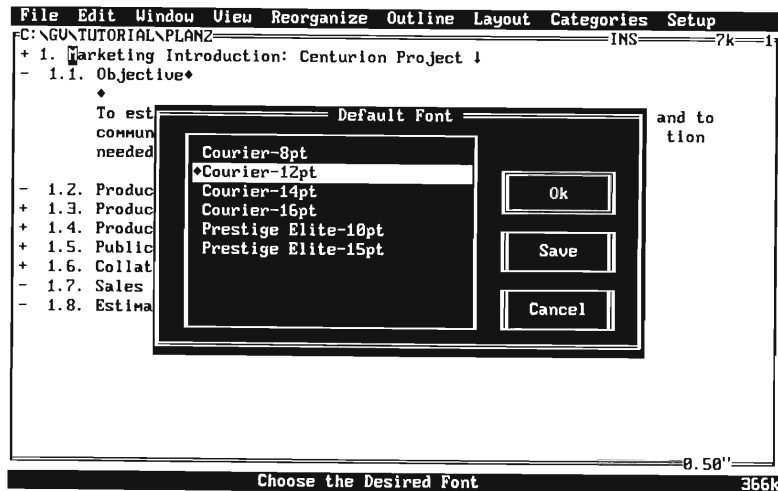
NOTE: You cannot set a font for selected text from within Print Tutor. When you have finished this tutorial, you may want to refer to the **Font** and **Style** commands in the Reference section of this guide for information about selective styling.

To set the default font to **Prestige Elite 10 point**:

1. Choose the Default Font button in the Print Tutor dialog box.

The following dialog box appears, showing a list of available fonts. A diamond appears next to the current default font.

The Default Font dialog box



2. Use the arrow keys to select *Prestige Elite 10 point*.

GrandView will use Prestige Elite 10 point as the default font when you print the outline. The font does not change on your screen.

3. Choose OK, or press , to return to Print Tutor.

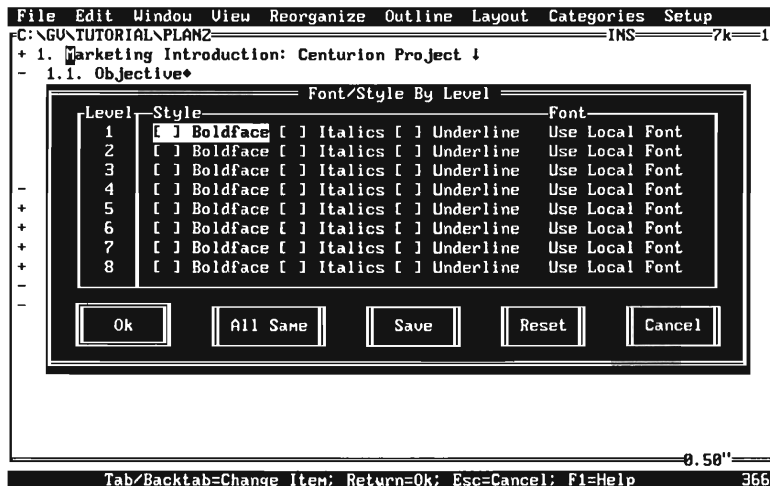
Setting the Font for Specific Headline Levels

Suppose you want the first- and second-level headlines in your marketing plan to stand out on the printed page. You can change the style for these two headline levels to boldface and increase the font size to 15 point. All other text will print with the default style (Plain) and size (10 point).

To change the font style of first- and second-level headlines:

1. Choose the Font/Style by Level button in the Print Tutor dialog box.

GrandView displays the Font/Style by Level dialog box. The cursor is on Level 1, which represents the first-level headlines in the outline.



The Font/Style By Level dialog box

2. To apply boldface type to first-level headlines, use the arrow keys to select the Boldface option, and press Spacebar.

An [X] appears in front of *Boldface* to indicate that this option is turned On. Next, you will change the font size for the first-level headlines to Prestige Elite 15 point.

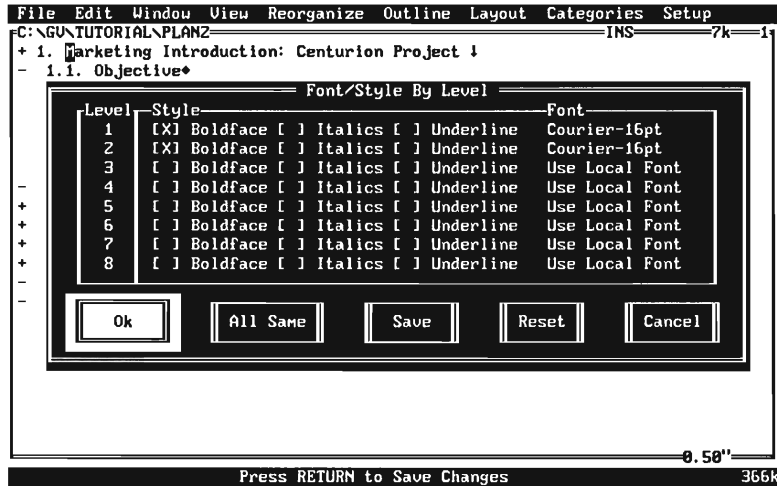
3. To change the font size, press → to highlight *Use Local Font*, and press Spacebar.

GrandView lists the fonts available for this level.

4. Use the arrow keys to highlight *Prestige Elite 15 pt*, and press ☐.
GrandView returns you to the Font/Style By Level dialog box.

5. Repeat the same procedure for the second-level headlines in the outline. When you have finished, the Font/Style by Level dialog should look like this:

*The Font/Style
By Level dialog
box*



6. Choose the OK, button or press ☐.

GrandView saves your changes and returns you to Print Tutor.

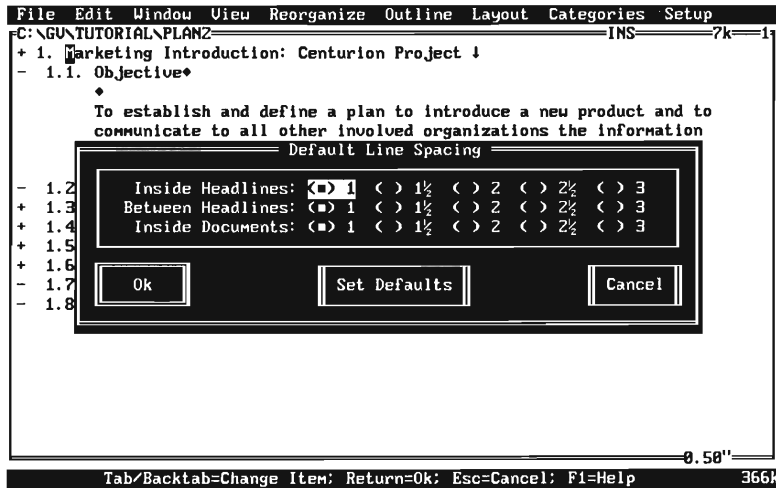
Setting the Default Line Spacing

GrandView uses the default line spacing for all lines unless you set line spacing for specific headline levels. You can control the default spacing between headlines, inside headlines, and inside documents.

Go on to change the default line spacing between headlines.

To set the default spacing between headlines:

1. Choose the Default Line Spacing button in the Print Tutor dialog box.
The following dialog box appears.



The Default Line Spacing dialog box

- Press to move the cursor to Between Headlines, and press to choose 1 1/2.

This tells GrandView that you want 1.5 lines of spacing between headlines. (The Inside Headlines option controls the amount of line spacing within the headlines in your outline. Leave this setting at 1.)


- Choose OK, or press , to return to Print Tutor.

Setting Line Spacing for Specific Headline Levels

Now, suppose you want all first-level headlines to be double-spaced instead of one-and-a-half spaced. You can the set line spacing for first-level headlines only.

To set line spacing for a specific level:

- Choose the Line Spacing to Level button in Print Tutor.
GrandView displays the Line Spacing to Level dialog box. The cursor is on Level 1, which represents the first-level headlines in the outline.
- To change the line spacing for level-one headlines to 2, press until 2 is selected.

3. Choose OK, or press , to save this change and return to Print Tutor.



NOTE: *Your outline will not reflect your changes on the screen, but you will see them when you print.*

Setting Justification

You control how GrandView aligns text at the margins by setting the justification. If you set the justification to Left, the left text edge aligns with the left margin, and the right text edge remains uneven. If you set the justification to Full, GrandView adjusts the spacing between words so that the left text edge aligns with the left margin and the right text edge aligns with the right margin.




NOTE: *When you are not in Print Tutor, you can change the justification by choosing Justification from the Layout menu.*

To set justification:

1. Choose the Justification button in Print Tutor.

GrandView displays the Justification dialog box. For the marketing plan, you want the text to be fully justified so that the document has a neater appearance.

2. Use the arrow keys to select Full, then choose OK, or press , to return to Print Tutor.

Adding an Automatic Page Break

You can tell GrandView to automatically insert a page break after a specified headline level. For example, you can use this option if you want each first-level headline to begin on a new page.

In the marketing plan that you are about to print, you do not want page breaks inserted automatically. You need to be sure that the page breaks option is set to "0."

To check the automatic page break setting:

1. Choose the Page Breaks button from the Print Tutor dialog box.

The Page Breaks to Level dialog box appears.

The current setting is “0,” which means that GrandView will not automatically insert page breaks after a headline level. This is the correct setting.

2. Choose OK, or press , to return to Print Tutor.

Creating Headers and Footers

A *header* is text that appears in the top margin on every page. A *footer* appears in the bottom margin. You can create two kinds of headers and footers in GrandView:

- Automatic headers and footers are created automatically by GrandView. You can include the current date, headline text, and page number, but no additional text. GrandView uses the default font, and automatically positions the header and footer text at the header and footer margins specified in the Page Margin dialog box.
- Custom headers and footers are headers and footers that you create, and can contain any text you wish. They can also include the current page number, date, time, and filename. You can create unique headers and footers for even and odd pages and for the first page.



*You cannot create a custom header or footer from within Print Tutor. After you have finished this tutorial, you may want to refer to **Headers/Footers** in the Reference section for further information about custom headers and footers.*

To set an automatic header and footer:

1. Choose the Headers/Footers button in the Print Tutor dialog box.

The Auto Headers/Footers dialog box appears.



When you are not using Print Tutor, you can display the Auto Headers/Footers dialog box by choosing Automatic command from the Header/Footers submenu on the Layout menu.

Notice that the date option is selected in the Header Format box and that it is turned On. You do not want the date to be printed in the header, so you will need to turn this option off.

2. Use the arrow keys to select the Date option in the Header Format box, and press to turn it Off.

The [X] is removed to indicate that this option is turned Off.

3. Press repeatedly to move the cursor to the Date option in the Footer Format box. Then press to turn this option on.

Notice that the Full option is selected below Date. This tells GrandView to print the current date in the following format: Wed, July 4, 1990.

4. Choose OK, or press , to save the changes you have made and to return to Print Tutor.

Adding a Table of Contents

Now you will set up a table of contents that will function as an index for your marketing plan. GrandView can automatically create a table of contents that lists headlines and the page number on which each headline appears. You can specify how many headline levels you want to include in the table of contents. For your marketing plan, you will want to include only the first- and second-level headlines.

To set up a table of contents:

1. Choose the Table of Contents button in the Print Tutor dialog box.
GrandView displays the Table of Contents dialog box. The cursor highlights the Contents to Level box.
2. Enter 2 in the Contents to Level box.
This tells GrandView to index only first- and second-level headlines in the outline.
3. Press to move the cursor to the Line Spacing box. Then press to choose 2.
This tells GrandView to use double-spacing for the table of contents.
4. Choose OK, or press , to save your settings and return to Print Tutor.
The table of contents prints on a separate page when you print the outline.

Setting Print Options

The Print Options control what is included in your printed outline. You will want your printed outline to contain all headline levels—including collapsed headlines. You will also want it to include automatic headers and footers and a table of contents.

To set print options:

1. Choose the Print Options button in the Print Tutor dialog box.
2. Use the arrow keys to move the cursor to the Sub-Outline Only option, and press to turn it Off.
This tells GrandView to print the entire outline, no matter where the cursor is located, when you choose the Print command. (When this option is turned On, GrandView prints only the selected headline and its suboutline.)

3. Press **↓** to move the cursor to Header. Then press **←** or **→** to choose Auto.

This tells GrandView to print automatic headers.

4. Press **↓** to move the cursor to Footer. Then press **←** or **→** to choose Auto.

This tells GrandView to print automatic footers.

5. Choose OK, or press **↵**, to return to Print Tutor.

Previewing the Outline

Before printing the marketing plan, you will want to use the Preview command to see how the printed outline will appear. When you use the Preview command, GrandView displays the outline in a special Preview window. You can then use **⏮** and **⏭** to review the formatting and page breaks of the outline.

You can choose from three ways to access the Preview command:

- You can choose Preview from the Print submenu,
- You can use the keyboard command, **Ctrl** **P**, for previewing, OR
- You can use the Preview button in the Print dialog box

In this exercise, you will use the Preview button in the Print dialog box. The advantage of accessing the Preview command from the Print dialog box is that you can also access Print Tutor from the Print dialog box. As you preview your outline, you may find that you want to change a setting, such as line spacing. You can quickly return to the Print dialog box, choose Print Tutor, and select the appropriate dialog box within Print Tutor to make the necessary change.

To preview the outline:

1. Choose the Print button in Print Tutor.

The Print dialog box appears.

2. Choose the Preview button.

GrandView paginates the outline and displays the first page in the Preview window. The page numbers *1 of 2* in the upper-right corner of the page indicates that this is the first of two pages.

2. To preview the second page, press **⏮**.

GrandView displays the second page.

When you have finished previewing this page, press **⏭** to return to the Print dialog box.

Printing the Outline

Now that you have formatted your outline, set the print options, and previewed the pages, you are ready to print. You will want two printed copies of the outline, so before you print, set the number of copies to 2.

To set the number of copies and print the outline:

1. Use the arrow keys to move the cursor to the Number of Copies option, and enter 2.

This tells GrandView to print two copies of the outline.

The Page Range option specifies which pages to include in the printed outline. The Printer and Bin options tell GrandView where to send the printed outline. These options should remain at their current settings, with Printer and Bin 1 selected, and Page Range from 1 to 999 (which is effectively the entire outline).

3. Press **⏭** to choose the Print button, and begin printing. GrandView displays a status box while printing the outline.

Using Layout Styles to Format Outlines

GrandView lets you save an outline format as a *layout style* that can be applied to other outlines. This makes it easy to produce multiple documents with the same format without having to set the format options separately for each document. When you save an outline as a layout style, the following settings are saved:

- Page Margins
- Default Font
- Font and Style by Level
- Default Line Spacing
- Line Spacing by Level
- Automatic and Custom Headers and Footers
- Table of Contents
- Print Options
- Tab settings

A layout style can be exported as a file to a disk so that other users can import that style to use as a template for their own outlines. (When you have finished this tutorial, you may want to refer to *Layout Styles* in the Reference section of this guide, for information about importing and exporting layout styles.)


Now, suppose you want to use the marketing plan format for future outlines. You can save this format as a layout style.


To save a format as a layout style:

1. Choose Create Named Style from the Layout Style submenu on the Layout menu.

The Save as Named Layout Style dialog box appears.

2. Type the following style name:

Marketing Plan 

3. Choose OK, or press  .

The format and print option settings are saved as a layout style named Marketing Plan.

You can now apply this style to another outline by first opening the outline and then choosing the Get Style command from the Layout Styles submenu on the Layout menu.

Where to Go from Here

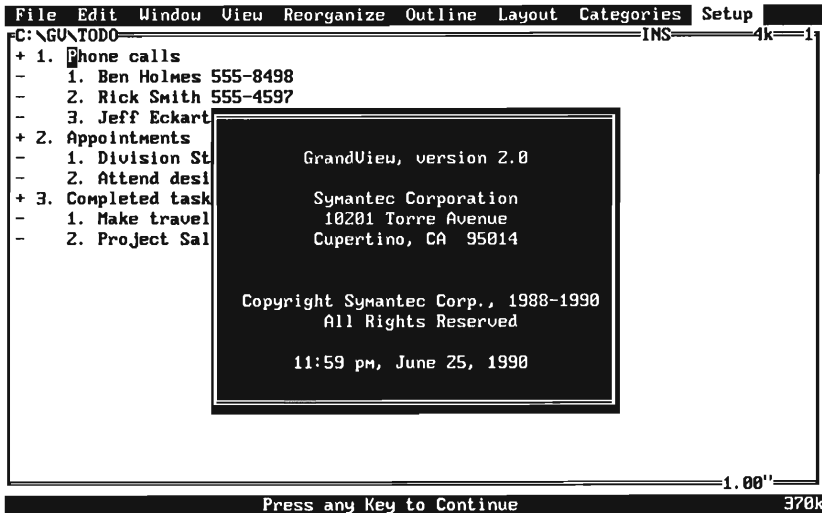
Congratulations! You have completed the final GrandView tutorial. These tutorials were designed to give you a broad overview of the main functionality of GrandView. If you have not already done so, we suggest you take a few minutes to look at the GrandView applications described in *Making the Most of GrandView*. These applications illustrate key uses of the product—how to organize your day, how to manage a project, how to plan for a meeting, and so on. They will give you ideas about the many ways GrandView can work for you.

When you have a question about a specific command, you can look it up in the Reference section of this manual.

ABOUT GRANDVIEW

SETUP MENU

The About GrandView command displays information about the GrandView software that you are using. In addition to listing the version number, it gives you the current date and time.



The About GrandView dialog box

To display information about GrandView:

1. Choose About GrandView from the Setup menu.
2. To return to where you were in the program, press any key.

AUTO ASSIGN

CATEGORIES MENU

Auto Assign lets you teach GrandView how to make category assignments for you automatically as you type headlines in your outline. For example, you can have GrandView automatically assign every headline that contains the name David to David in the Person category. Also, you can teach GrandView to associate keywords with specific category assignments. For example, every headline that contains the word Revenue can be assigned to Finance in the Department category.

The Auto Assign command is a submenu of six commands:

Turn Auto Rules On/Off	Enables/disables automatic-assignment rule generation and application. When Auto Rules are enabled, GrandView creates assignment rules from your existing assignments. For example, suppose you have Sales as an assignment for the Department category. Every time you type <i>sales</i> , GrandView will automatically assign the headline to Sales in the Department category.
Turn Manual Rules On/Off	Enables/disables the application of assignment rules that you have created with the Create Manual Rules command. For example, suppose you have used the Create Manual Rules command to make the assignment rule <i>If invoice, then assign Accounts Payable to Department</i> . Every time you type <i>invoice</i> , GrandView will automatically assign the headline to Accounts Payable in the Department category.
Create Manual Rules	Lets you specify the keyword, assignment, and category to use in an assignment rule.

Reapply Rules	Lets you reapply auto assignment rules to a headline, a suboutline, or an entire outline. You use this command if you have previously disabled the application of auto rules or manual rules and you now want part or all of the outline assigned to categories based on the rules.
<hr/>	
Exclude Headline	Lets you exclude a headline from auto assignment.
<hr/>	
Include Headline	Lets you include a previously excluded headline in auto assignment.

Auto Assign Rules

GrandView's Automatic Assignment feature is based on rules. Auto Assign rules teach GrandView how to make assignments for you. An Auto Assign rule consists of a keyword, an assignment, and a category. When you type the keyword, GrandView assigns the category as specified by the rule. For example, you can create a rule so that every time you type Fred (the keyword), GrandView automatically assigns the headline to Sales (the assignment) in the Department category.

There are two kinds of Auto Assign rules: *automatic* and *manual*. GrandView creates automatic rules; you create manual rules.

GrandView generates automatic rules based on the assignments you have made previously to the categories in the current outline. When you are using automatic rules, GrandView looks at each word you type to determine if it is an assignment for any of the categories in the current outline. If the word is an assignment, GrandView assigns the current headline to that assignment in the appropriate category. For example, if Jane is an assignment in the Person category, every time you type Jane, GrandView automatically assigns the headline to Jane in the Person category. In auto rules, the keyword and the assignment are the same. With auto rules turned on, you never have to create a manual rule in which the keyword and the assignment are the same. GrandView creates those rules for you automatically.

You create manual rules with the Create Manual Rules command on the Auto Assign submenu. When you create a manual rule, you specify the keyword, the assignment, and the category. Unlike an automatic rule, a manual rule allows the keyword to be different from the assignment. For example, you can create a manual rule with the keyword commission, the assignment Sales, and the category Department. When you enter the headline Discuss commission report with John, GrandView assigns the headline to Sales in the Department category. Manual rules, therefore, give you greater flexibility than auto rules in establishing auto assignments.

Keywords

Both automatic rules and manual rules are based on *keywords*. GrandView defines a keyword as any combination of characters surrounded on both sides by word separators. The traditional word separator is the space. In addition to the space character, GrandView also recognizes the following characters as word separators:

“ , . ? ! ; () [] { } < >

The following table lists several sentences and identifies the valid keywords they contain.

EXAMPLE	VALID KEYWORDS*
<i>Call John at 9:00 AM.</i>	Call John 9:00 AM
<i>Send David marketing plan for model ST30.</i>	Send David marketing plan model ST30

EXAMPLE	VALID KEYWORDS*
<i>5/19/90: Business lunch at Jacqueline's</i>	5/19/90 Business lunch Jacqueline's
<i>Review sales quotas for Q3.</i>	Review sales quotas Q3
<i>Call Mike to discuss plans for establishing a Chicago office (10:00 CST).</i>	Call Mike discuss plans Chicago Office CST
<i>Develop pricing structure for low-end products</i>	Develop pricing structure low-end products

(*) – Incidental words (the, at, for, etc.) are not included in the list of valid keywords, since they are seldom used as keywords. GrandView does, however, recognize them as keywords.

GrandView does not recognize a keyword that contains a word-separator character. Therefore, keywords must be single words. This means that you cannot use manual rules or automatic rules to make assignments based on more than one word or a word that contains a word-separator character. For example, you cannot create a manual rule that looks for Completed? as a keyword because it contains a word-separator character (the question mark). Also, you cannot create a manual rule with Lori Smith as the keyword, since Lori Smith is two words and contains a word separator (the space).

For manual rules, you specify the keyword for each rule. For automatic rules, GrandView makes keywords out of the assignments used in each of the outline's categories. The keywords GrandView uses for automatic rules are subject to the same requirements as the keywords used in manual rules. Since keywords cannot be more than one word and cannot contain word separators, GrandView does not generate automatic rules from assignments that have more than one word, or that contain a word separator. For example, GrandView will not create an automatic rule from the assignment Shirley Brown in the Person category because Shirley Brown is two words and contains a word separator (the space).

Creating New Rules

AUTOMATIC RULES

To create automatic rules, you use the Auto Assign submenu's command Turn Auto Rules On/Off. When this command is on, GrandView automatically generates rules using the assignments for the all of the outline's categories as keywords. As discussed previously, multiple-word assignments and assignments that contain word separators are not used to build automatic rules.

MANUAL RULES

To create manual rules, you use the Create Manual Rules command on the Auto Assign submenu.

There are three elements in a manual rule: the keyword, the assignment and the category. When you create a manual rule, you enter a keyword and an assignment, and you choose a category from a list of the current outline's categories. The keywords and assignments used in manual rules must conform to certain guidelines. These guidelines are summarized in the following table:

ELEMENT	CONSTRAINTS	EXAMPLE	VALIDITY
Keyword	• must be a single word	John John Smith	valid invalid
	• cannot contain word separators	Incomplete Complete?	valid invalid
Assignments	• Dates must be in numeric format. A date can also be entered as a day of the week (Monday, Tuesday, etc.). Day-of-the-week abbreviations (e.g., Mon, Tues, etc.) are considered valid. <i>Today</i> is also recognized as a valid date format.	6/16/90	valid
		June 16, 1990	invalid
		Monday Mon	valid valid
	• Assignments for use with the Priority category are limited to the words <i>Urgent</i> , <i>High</i> , <i>Medium</i> and <i>Low</i> .	High A1	valid invalid
	• Assignments, unlike keywords, may contain more than one word.	New Business	valid

After you enter the keyword, assignment, and category, GrandView creates a rule with this format:

If "ASAP" -> Assign "Urgent" to "Priority"

The following table lists some examples of manual rules you can create:

KEYWORD	ASSIGNMENT	CATEGORY	MANUAL RULE
212	Eastern	Time Zone	If "212" → Assign "Eastern" to "Time Zone"
Finance	Ron	Person	If "Finance" → Assign "Ron" to "Person"
Call	Phone Calls	Activity	If "Call" → Assign "Phone Calls" to "Activity"
ASAP	Urgent	Priority	If "ASAP" → Assign "Urgent" to "Priority"
March	Q1	Quarter	If "March" → Assign "Q1" to "Quarter"
PC	Computer	Equipment	If "PC" → Assign "Computer" to "Equipment"
Anniversary	7/8/90	Date	If "Anniversary" → Assign "7/8/90" to "Date"

When you choose Create Manual Rules, GrandView displays the Manual Rules dialog box:

The Manual Rules dialog box










Existing Rules	Lists the manual rules that you have already created for the current outline.
New Rules	Lets you create new manual rules.
Keyword	Specifies the word that triggers the automatic assignment. Keywords cannot be more than one word and cannot contain a word separator.
Assignment	Provides a field in which you can enter the text you want to assign. For example, if Paul is the name you want listed as an assignment, you enter Paul.
Category	Lets you select the assignment's category from a list of all the categories in the current outline. You can select only one category. For example, you can select the Person category.
Add	Adds your new rule to the list of existing rules. GrandView saves the new rule with your outline.
Modify	Lets you change the existing rule that you have selected.
Delete	Deletes the existing rule that you have selected.
Exit	Closes the dialog box.

To create a manual rule for the outline:

1. Choose Create Manual Rule from the Auto Assign submenu.

GrandView displays the Create Manual Rule dialog box, which lists the existing rules for the current outline and lets you create new rules. If this is the first time you have used this command, no existing rules will be listed.

2. In the Keyword field, type the text that you want GrandView to look for, and press .

3. In the Assignment field, type the assignment text, and press .
4. To display the list of categories set up for the current outline, press .
5. Press  or  to select the category to which you want to make the automatic assignment, and choose OK, or press . If you change your mind, choose Cancel.
6. To add your manual rule to the current outline, choose Add, or press .

GrandView displays the new rule in the Existing Rules box. You can make as many manual rules as you wish.



NOTE: When you add a rule to the list of existing rules, the new rule can no longer be directly edited. To change or delete the rule, you must first select it and choose the Modify or Delete buttons.

7. To close the dialog box, choose Exit.






NOTE: If you are adding a rule to a list of existing rules for an outline that has already been written, you must use one of the commands on the Reapply Rules submenu to tell GrandView to scan the outline and automatically make the new assignment to the existing headlines.


To edit an existing manual rule:

1. Choose Create Manual Rule from the Auto Assign submenu.



GrandView displays the Create Manual Rule dialog box, which lists the existing rules for the current outline and lets you create new rules.

2. Press  or  to select the existing rule that you want to change.
3. Choose Modify, and press .

GrandView displays the rule in the New Rules box.

4. Make your changes.
5. To add the existing rule with the new changes to the current outline, choose Add, or press 
6. To close the dialog box, choose Exit.

To delete an existing manual rule:

1. Choose Create Manual Rule from the Auto Assign submenu.
GrandView displays the Create Manual Rule dialog box, which lists the existing rules for the current outline and lets you create new rules.
2. Press  or  to select the existing rule that you want to delete.
3. Choose Delete.
4. To close the dialog box, choose Exit.

Applying Auto Assignment Rules

You can enable or disable Auto Assignment with the commands Turn Auto Rules On/Off and Turn Manual Rules On/Off. The default for both commands is on.

When the Turn Auto Rules command is on, GrandView scans the text, as you type, for words that match an existing assignment. When a match occurs, GrandView assigns the current headline to the assignment in the corresponding category. For example, suppose Cathy is an assignment in the Person category, and you have Auto Rules on. Each time you type Cathy, the headline is automatically assigned to Cathy in the Person category.

To disable the application of Auto Rules, choose the command Turn Auto Rules Off from the Auto Assign submenu. Auto rules are applied for the entire outline. There is no way to exclude parts of an outline from auto rules.

When the Turn Manual Rules command is on, GrandView scans the text, as you type, for words that match any of the keywords that you have specified in the manual rules. When a match occurs, GrandView makes the category assignment specified by the manual rule. For example, if you have specified the manual rule *If Paul, then assign Marketing to Department*, typing *Paul* will trigger GrandView to automatically assign the headline to Marketing in the Department category.

Unlike auto rules, manual rules can be applied selectively throughout an outline. You can use the Exclude Headline command to designate a headline as exempt from manual rules. If you later change your mind about the headline, you can use the Include Headline command to specify that manual rules should be applied to the headline. For more information on excluding headlines from manual rules, see *Making Exceptions to Manual Rules*, later in this section.

To enable automatic auto-assign rules:

- Choose Turn Auto-Rules On from the Auto Assign submenu.

To enable manual auto-assign rules:

- Choose Turn Manual Rules On from the Auto Assign submenu.

To disable automatic auto-assign rules:

- Choose Turn Auto Rules Off from the Auto Assign submenu

To disable manual auto-assign rules:

- Choose Turn Auto-Rules Off from the Auto Assign submenu

Reapplying Manual Rules

When you use the Create Manual Rules command to add new auto assignment rules to the existing rules, you can use the commands on the Reapply Rules submenu to scan the outline and automatically make assignments based on the new rules. There are three ways to specify how much of the outline GrandView should scan:

- You can choose the Reapply Rules command, and then select Headline, Sub-Outline, or Entire Outline from its submenu.
- You can use the Mark Text command to select a block of headlines or text and then choose any of the Reapply Rules commands. GrandView makes the auto assignments to only the marked block, no matter which of the Reapply Rules commands you choose.
- You can use the Exclude Headline command to specify the headlines to which you don't want auto assignment rules applied. For more information on excluding headlines, see *Making Exceptions to Manual rules*, later in this section.

When you choose Reapply Rules, GrandView displays a submenu with three commands:

Headline	Applies the manual rules to only the current headline.
Sub-Outline	Applies the manual rules to only the suboutline for the current headline.
Entire Outline	Applies the manual rules to the entire outline, no matter where the cursor is positioned.

To apply manual rules to your outline:

1. Choose Reapply Rules from the Auto Assign submenu.
2. Choose a command from the Reapply Rules submenu to indicate how much of the current outline you want GrandView to auto assign:
 - To make auto assignments to only the current headline, choose Headline.
 - To make auto assignments to only the suboutline for the current headline, choose Sub-Outline.
 - To make auto assignments for the entire outline, choose Entire Outline.

Making Exceptions to Manual Rules

The Exclude Headline command allows you to designate specific headlines as exempt from GrandView's manual auto-assign rules. This is useful if GrandView makes an automatic assignment that you do not want.






For example, if you have created the category Department for your outline, and you have set up manual rules for the words Marketing and Sales, GrandView automatically places in the Department category any headlines that contain the words marketing or sales for that assignment. However, you may want to enter the headline *Ask product marketing managers to develop sales materials for their products*. Based on the assignment rules you have set up, GrandView would automatically assign this headline to both Marketing and Sales. Because this is a task for Marketing, and not Sales, you can use the Exclude Headline command to skip this headline when applying auto-assign rules. If you later want rules applied to the headline, you use the Include Headline to tell GrandView that it is no longer exempt from auto assignment.

When you use the Exclude headline command, you also need to edit the assignments that GrandView made prior to excluding the headline. For example, if GrandView has already assigned the headline *Ask product marketing managers to develop sales materials for their products* to both Marketing and Sales, you need to change the assignment from Marketing and Sales to Marketing only. If you do not remove the assignment, the headline will remain assigned to both Sales and Marketing even though you have excluded it from the auto assignment. To remove the Sales assignment, move the cursor to the category display (or to the appropriate column, if you have columns displayed), and delete the assignment.

If you created manual rules after you have finished your outline, you can use one of the Reapply Rules commands to make the auto assignments all at once. Before you do this, you can use the Exclude Headline command to mark the headlines that GrandView should skip.

The Include Headline command identifies the current headline as one for which GrandView should make auto assignments. This is the default setting. All headlines are included in Auto Assignment unless you have previously excluded them. The primary use of the Include Headline command is to enable Auto Assignment for a headline that has been previously disabled with the Exclude Headline command.

To disable Auto Assignment for a specific headline:

1. Select the headline that you don't want to include in a particular assignment category, and choose Exclude Headline from the Auto Assign submenu.
2. Edit the assignment text:
 - Press   to move the cursor to the category display, and delete the unnecessary assignment, OR
 - Press   to move the cursor to the column area, move the cursor to the unnecessary assignment, and press  to delete it.

To enable Auto Assignment for an excluded headline:

1. Select the headline that was previously excluded.



When a headline is excluded from Auto Assignment, a chevron will appear to the left of the Exclude Headline command (located in the Auto Assign submenu).

2. Choose Include Headline from the Auto Assign submenu.

3. Choose one of the commands on the Reapply Rules submenu to reapply the auto-assign rules:
- Choose **Headline** to reapply the rules only to the headline you have included.
 - Choose **Sub-Outline** to reapply the rules to the headline and its suboutline.
 - Choose **Entire Outline** to reapply the rules to all headlines in the outline.

FOR MORE INFORMATION ON	SEE ALSO
Category display	<i>Size Category Display</i> <i>Turn Category Display On/Off</i>
Columns	<i>Column Options</i> <i>Turn Columns On/Off</i>
Creating categories	<i>Create Category</i>
Manual assignments	<i>Column Assign</i> <i>Manual Assign</i> <i>Quick Assign</i>
Marking text	<i>Mark Text</i>
Using categories	<i>Categories</i>
Viewing category assignments	<i>Calendar View</i> <i>Category View</i> <i>Turn Category Display On/Off</i> <i>Turn Columns On/Off</i>

GrandView’s Autosave command helps you protect your work by saving your files automatically. The Autosave command lets you specify how often GrandView should automatically save your file and what type of file it should create. You can also use the command to turn off the Autosave feature.

Autosave has three speeds to choose from: Quick, Medium and Slow. When you choose Quick, GrandView autosaves at more frequent intervals; when you choose Slow, GrandView autosaves less frequently. To avoid interrupting your work while you type, GrandView waits for a pause in keyboard activity before autosaving. However, if enough time passes without a pause in keyboard activity, GrandView will stop all activity in order to autosave. The frequency of autosaves is listed in the following table:

<i>SPEED</i>	<i>FREQUENCY</i>
<i>QUICK</i>	1–5 minutes
<i>MEDIUM</i>	3–10 minutes
<i>SLOW</i>	10–30 minutes

When GrandView interrupts your typing for an autosave, it saves any keystrokes you enter during the autosave and uses them after the autosave has been completed. When GrandView is autosaving a file, it displays a message in the status line.

Depending on how you set your Autosave options, GrandView either saves to your original GrandView file or it creates a temporary file with an .ASV extension. To retrieve an outline from a .ASV file, you must use the DOS Rename command to rename it so that it has a .GV extension. Temporary .ASV files are automatically removed whenever you manually save an outline.

Autosaved Files and the Revert Command

How you use the Autosave command affects how the Revert command works. The Revert command always retrieves the last version of your outline with the .GV file extension. Therefore, the Revert command operates differently, depending on which filename extension you select for autosaved files:

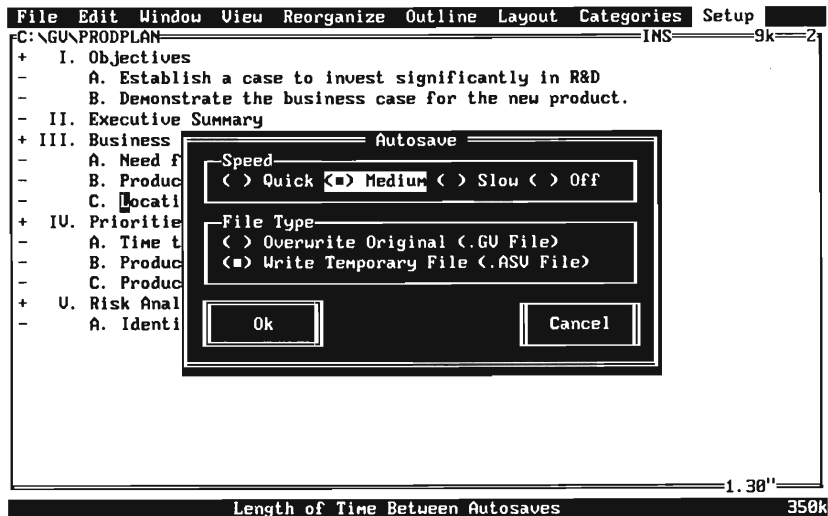
- If the extension is .GV, the Revert command retrieves the last version of the outline that GrandView autosaved or that you saved by using the Save command from the File menu (whichever is most recent).
- If the extension is .ASV, the Revert command retrieves the last version of the outline that you saved using the Save command from the File menu. (It does not retrieve the last version of the outline that GrandView autosaved.)

For more information on retrieving previous versions of your files, see *Revert*.

Using the Autosave Command

When you choose Autosave, GrandView displays the Autosave dialog box:

The Autosave dialog box








Speed




specifies the frequency at which GrandView autosaves.






<i>Quick</i>	Autosaves every 1 to 5 minutes, depending on keyboard activity.
<i>Medium</i>	Autosaves every 3 to 10 minutes, depending on keyboard activity.
<i>Slow</i>	Autosaves every 10 to 30 minutes, depending on keyboard activity.
<i>Off</i>	Disables the autosave function. When this radio button has been selected, GrandView does not automatically save your files.
<i>File Type</i>	Specifies the type of file that GrandView creates when it autosaves.
<i>Overwrite Original (GV File)</i>	<p>Creates a file with the GrandView .GV extension. If you select this option, GrandView updates the same file that you opened using the Open, New, or Import commands.</p> <p>NOTE: <i>When GrandView autosaves to the .GV file, it overwrites the file that you saved previously. If you use this option, the Revert command will restore the file as it was the last time GrandView autosaved it or the last time you manually saved it, depending on which occurred more recently.</i></p>
<i>Write Temporary File (.ASV File)</i>	<p>Creates a file with a .ASV extension. If you choose this option, GrandView creates a special backup file, and Auto save does not update the same file as when you choose the Save command.</p> <p>NOTE: <i>When GrandView autosaves to the .ASV file, you can use the Revert command to retrieve the last version of the outline that you saved with the Save command.</i></p>
<i>OK</i>	Changes the Autosave options and makes your chosen settings the default for all outlines.
<i>Cancel</i>	Cancels the command and returns you to the outline.

To set GrandView's Autosave options:

1. Choose Autosave from the Setup menu.
2. Choose the options that you want:
 - To choose a radio button, press  or .
 - To move between the two sets of radio buttons, press .
3. To save your Autosave options, choose OK, or press .
To cancel the procedure, choose Cancel, or press .

To rename an .ASV file:

1. Return to DOS.
 - If you are using GrandView in memory resident mode, press    to leave GrandView. If you have another application running, close it.
 - If you are using GrandView as a stand-alone application, use the Gateway to DOS command in the File menu.
2. At the DOS prompt, type


```
c>rename <filename>.asv <filename>.gv 
```
3. To return to GrandView:
 - Press    if you are using GrandView in memory resident mode, OR
 - Type EXIT at the DOS prompt, followed by .

FOR MORE INFORMATION ON

SEE ALSO

Retrieving the previous version of an outline

Revert

Running GrandView in memory resident mode

*Using GrandView as a
Memory-Resident
Application*

Exiting to DOS

Gateway to DOS

The Backup command allows you to specify the directory in which GrandView stores its backup files. You can also use the Backup command to turn off the backup feature.

When you use the backup feature, GrandView stores two copies of your outline on disk every time you choose Save Outline from the File menu:

- One file contains a current copy of your outline. This version has a filename that ends with the extension .GV.
- The backup file contains your outline as it appeared before the last save (that is, two saves ago). The backup file has a filename that ends with the extension .BAK.

NOTE: *GrandView does not make a backup file during an autosave. Backup files are created only when you choose the Save, Save As, or Save All commands from the File menu.*

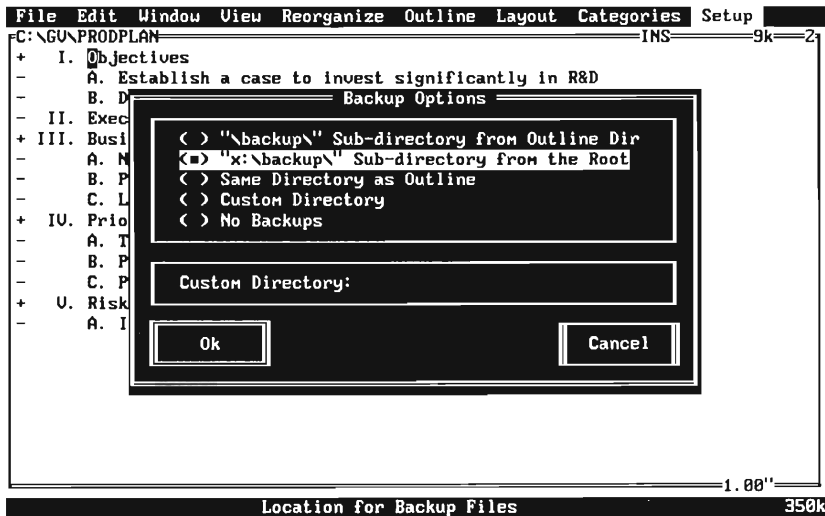
When you choose Save, Save As, or Save All from the File menu, GrandView copies the old .GV file to the .BAK file and saves the new changes in the .GV file.

To retrieve an outline from a .BAK file, you must use the DOS Rename command to rename it so that the filename has the extension .GV. For example, to retrieve information from a backup file called REPORT.BAK, type

```
c:> rename REPORT.BAK REPORT.GV ↵
```

When you choose the Backup command, GrandView displays the Backup Options dialog box:

The Backup Options dialog box



"\backslash"
Subdirectory from
Outline Dir

Indicates that GrandView should store backup files in a subdirectory of the directory containing the outline. For example, if the outline is in the directory C:\GV, and you choose this option, the backup files have pathnames like this:

c:\GV\BACKUP\<filename>.BAK

"x:\backslash"
Subdirectory from
the Root

Indicates that GrandView should store all backup files in a subdirectory of the root directory, regardless of where the original outline file is located. For example, if the outline is stored in a directory on the C> drive, and you choose this option, the backup files have pathnames like this:

c:\BACKUP\<filename>.BAK

Same Directory
as Outline

Indicates that GrandView should store backup files in the same directory in which the outline is stored. For example, if the outline is stored in the C:\GV directory, and you choose this option, the backup files have pathnames like this:

c:\GV\<filename>.BAK

<i>Custom Directory</i>	Indicates that GrandView should store backup files in the directory that you specify in the Custom Directory field.
--------------------------------	---


<i>No Backups</i>	Indicates that GrandView should not create backup files.
--------------------------	--

<i>Custom Directory</i>	Allows you to specify the directory in which you want backup files stored. You may specify any directory with a legal pathname. You should not specify a drive letter. GrandView automatically uses the same drive as the original outline file.
--------------------------------	--

<i>OK</i>	Changes the backup options and makes your chosen settings the default for all outlines.
------------------	---

<i>Cancel</i>	Cancels the command and returns you to the outline.
----------------------	---

To set GrandView's backup options:

1. Choose Backup from the Setup menu.
2. Choose the directory in which you want to store backup files, or choose No Backups.
3. If you choose the Custom Directory option, enter a directory name in the Custom Directory field.
4. When you have finished changing your options, choose OK, or press .

To retrieve information from a .BAK file:

1. Return to DOS.
 - If you are using GrandView in memory resident mode, press **Ctrl** **Alt** **A** to leave GrandView. If you have another application running, close it.
 - If you are using GrandView as a stand-alone application, use the Gateway to DOS command in the File menu.
2. At the DOS prompt, type


```
C> RENAME <filename>.BAK <filename>.GV ↵.
```
3. To return to GrandView:
 - Press **Ctrl** **Alt** **A** if you are using GrandView in memory resident mode, OR
 - Type EXIT at the DOS prompt, followed by **↵**.

FOR MORE INFORMATION ON:

SEE ALSO:

Saving files

Save
Save All
Save As

Autosaved files

Autosave

Renaming files

DOS User's Guide

Running GrandView in memory resident mode

*Using GrandView as a
Memory Resident
Application*

Exiting to DOS

Gateway to DOS

CALENDAR VIEW

VIEW MENU

F4

Calendar View is a view that displays a calendar and the headlines assigned to the date selected on the calendar. You can use Calendar View to browse through the dates to which you have assigned headlines. You can also use Calendar View to enter new date assignments and to edit existing assignments. When you choose a date from the calendar, GrandView displays all the headlines assigned to that date. When you add an item in Calendar View, GrandView inserts the item as a headline in the outline and assigns it the date selected on the calendar. Category columns can also be displayed in Calendar View.

File Edit Window View Reorganize Outline Layout Categories Setup

C:\GV\TODOLIST

August 1990

Su Mo Tu We Th Fr Sa

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

N: Next Assigned Date
P: Previous Date
T: Today's Date
PgUp: Previous Month
PgDn: Next Month

August 3, 1990

Priority

■ Attend design review	High
■ Call David re: sales conference	Medium
■ Division Staff Meeting	Low
■ Review Plan 91	High
■ Send Elaine project plan	Medium

Outline(s) Autosaved to File(s) xxxxxxxx.ASU 350k

Calendar View

Calendar View is similar in operation to Category View. You can make the same modifications in Calendar View that you can in Category View. For example, when you are in Calendar View, you can do the following:

- Add and edit documents.
- Add and edit headlines.
- Display the suboutline of the selected headline.
- Expand and collapse documents.
- Delete headlines. (The deleted headlines remain in the outline. Their date assignments are removed, and they no longer appear in either Category View or Calendar View.)

Just as in Category View, GrandView will update the outline with the changes that you make in Calendar View.

While you are in Calendar View you can use the following GrandView commands. These commands affect only the headlines in Calendar View; they do not change the current outline.

- The Move Headline, Move Up, and Move Down commands allow you to move headlines up or down within the list. You cannot move items right or left.
- The Sort command lets you reorganize headlines in alphabetical order. You can also sort by another category. For example, you can sort the headlines displayed for a particular date according to the person assigned to the task.
- The Prioritize command lets you reorganize the headlines by importance or popularity.
- The Print command lets you print headlines for selected dates. You can print the assignments for a day, a week, a month or a range of dates.

Viewing Assignments in Calendar View

When you choose Calendar View, GrandView displays a calendar for the current month, with today's date selected. Any headlines that are assigned to the current date are displayed in the headline area. All of the other dates that have assignments are highlighted on the calendar.

To choose a date on the calendar, you can use the arrow keys to select it, or you can click on it with the mouse. You can also use one of Calendar View's navigation keys:

TO MOVE TO	PRESS
Next assigned date	N
Previous assigned date	P
Today's date	T
Previous month	PgUp
Next month	PgDn

To view date assignments with Calendar View:

1. Choose Calendar View from the View menu, or press **F4**.
2. Use the arrow keys or one of the navigation keys listed above to pick a date from the calendar.

When you select a date, GrandView lists all the headlines that you have assigned to that date.
3. To view subheads or documents attached to a headline, move the cursor to the headline area by pressing **⌘**, and use the up and down arrow keys to select the headline.
 - To view subheads, press **Gray +**. GrandView displays the suboutline attached to the headline that you have selected. You can expand and collapse the subheadline, but you cannot edit or reorganize it.
 - To view an attached document, press **Alt Gray +**. GrandView displays the attached document. You can edit or add to the document. To collapse the document, press **Alt Gray -**.
4. To return to Outline View, press **F4** or **Esc**.

To display columns in Calendar View:

1. Press **F4** to choose Calendar View.
2. From the View menu, choose the Column Options submenu, and select the Get Column Layout command.

GrandView displays the Column Layouts dialog box. This dialog box lists all of the column layouts that you have created in GrandView.

3. Use the **↑** and **↓** arrow keys to select the column layout that you want to use, and press **↵**. If you choose a layout that has columns for categories that don't exist in your outline, GrandView will automatically create those categories for you.



NOTE: *GrandView does not display the Date category in Calendar View. When you are in Calendar View, and you choose or create a column layout that includes the Date category, GrandView will display only the other categories. It will not display a column for dates.*

For more information on creating, modifying, and saving category layouts, see the Column Layout Options submenu's Save As Named Layout and Customize Current Columns commands.



To sort assignments in Calendar View:

1. Press **F4** to choose Calendar View.
2. From the Reorganize menu, choose the Sort command.

GrandView displays the Sort dialog box, which lists all the categories in the current outline in both the Primary Key box and the Secondary Key box.
3. Use the up and down arrow keys in the Primary Key box to select either outline text or the category by which you want to sort the items in Calendar View.

4. Choose Increasing or Decreasing.
 - To sort items from A through Z or 1 through 9, choose Increasing.
 - To sort items in reverse alphabetical or numeric order—from Z through A or 9 through 1—choose Decreasing.
5. In the Secondary Key box, use the arrow keys to select an additional category (or outline text) by which to sort the items.

NOTE: *The secondary key is used when items share the primary key. For example, if your primary key is the Priority category, and your secondary key is the Person category, GrandView displays all of the Urgent priority items first, the high priority items second, and so on. The items in each priority group are then sorted by person. For example, Bob's urgent priorities will appear before Mary's, whose priorities will appear before Susan's.*

6. Choose Increasing or Decreasing.
7. Press  to choose the Sort button, or  to choose Cancel.

GrandView reorganizes the headlines according to the options you have chosen. If you are using a column layout that includes the categories that you selected for the primary and secondary sort keys, GrandView will display the assignments for those categories in the columns.




Assigning Dates in Calendar View

You can use Calendar View to add new items to the selected date and to remove a date assignment from an existing headline.

When you add a headline in Calendar View, it is automatically assigned the date that is selected on the calendar. If you add the headline to a date that already has headlines assigned to it, GrandView places the new headline in the original outline below the headline that you have selected in Calendar View, and at the same level. If you add the headline to a date that has no other headlines assigned to it, GrandView creates a new headline at the first level of your outline, calls it *Unplaced Headlines*, and puts the new headline underneath it. When you return to Outline View, you can move the headlines stored underneath *Unplaced Headlines* to the appropriate spot in your outline. You cannot add a subheadline to any headline displayed in Calendar View.




You can remove headlines from Calendar View by using the Delete Suboutline command in the Edit menu. When you use the Delete Suboutline command in Calendar View, GrandView removes the headline from Calendar View, but not from the original outline. GrandView also removes the date assignment from the headline. The headline no longer appears in Category View or Calendar View, and the Date category in the Category Display is empty.

To add a headline in Calendar View to a date with other assignments:

1. Use the arrow keys or the navigation keys to select from the calendar the date to which you want to assign the new headline.
2. Press  to move the cursor to the headline area.
3. Choose the headline that you want the new headline to follow, and press  .
4. Type the text of the new headline.

GrandView inserts the new headline below your chosen headline and at the same level. The new headline is assigned the date that you have selected on the calendar.




To add a headline in Calendar View to a date without other assignments:

1. Use the arrow keys to select from the calendar the date to which you want to assign the new headline.
2. Press  to move the cursor to the headline area .
3. Press   to create a new headline.



*In Outline View, GrandView places the new headline underneath a level 1 headline called **Unplaced Headlines**. If the headline **Unplaced Headlines** does not exist, GrandView will automatically create it for you. After you are done making assignments in Calendar View, you can move the headlines underneath **Unplaced Headlines** to a more appropriate location in the outline.*

To remove a headline from Calendar View:

1. Press  to move the cursor to the headline area.
2. Use the up and down arrow keys to select the headline that you want to delete.
3. Choose the Delete submenu from the Edit menu, and choose the Suboutline command. OR, you can press  .

GrandView deletes the headline from Calendar View, but not from the outline. The date assignment also is removed from the headline in Outline View.

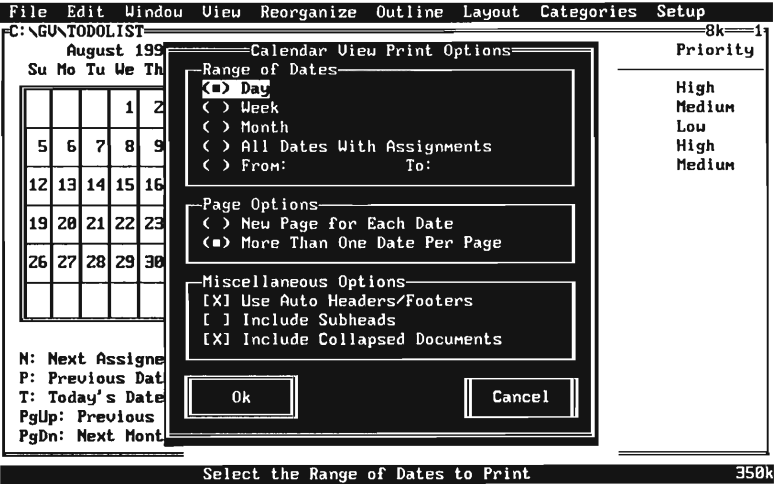
Printing in Calendar View

When you print from within Calendar View, you can specify a range of dates to print. You can print the assignments for any of the following:

- The date selected on the calendar
- The current week
- The current month
- All days that have assignments
- A range of dates that you specify

When you choose the Print command while you are in Calendar View, GrandView displays the Calendar View Print Options dialog box:

The Calendar View Print Options dialog box



Range of Dates Lets you specify which days' assignments to print.

Day Prints the assignment for the day selected on the calendar.

Week Prints the assignments for week containing the day selected on the calendar.

Month Prints the assignments for the month containing the day selected on the calendar.

All Dates with Assignments Prints all the assignments, sorted by date.

From/To Lets you specify a range of dates for which to print assignments.

Page Options Lets you specify the page format to use when printing date assignments.

New Page for Each Date Starts a new page for each date and its assignments.

More Than One Date Per Page Prints multiple dates and their assignments on a page, inserting page breaks when necessary.

Miscellaneous Options

Specify other items to include in the printout.

Use Auto Headers/Footers Lets you choose whether or not to print automatic headers and footers.

Include Subheads Lets you choose whether or not to print the subheads of the headlines assigned to the dates selected for printing.

Include Collapsed Documents Lets you choose whether or not to print the documents of the headlines assigned to the dates selected for printing.


OK Accepts the options you selected, and displays the Print dialog box.

Cancel Closes the dialog box without saving any of your selections and returns you to Calendar View.




To print a list of date assignments from Calendar View:

1. Choose Calendar View from the View menu, or press **F4**.
2. Choose the date whose list of headlines you want to print.
3. Choose Print from the File's menu Print submenu. GrandView displays the Calendar View Print Options dialog box.
4. Select the options you want to use and press **↵**.

GrandView displays the Print dialog box. For more information on the options included in the Print dialog box, see *Print*.

5. Select the options you want to use for printing and press .

GrandView prints a list of headlines assigned to the date(s) that you have selected. If you chose to include headers and footers in the Calendr View Print Options dialog box, GrandView uses the date selected as the Headline Text. If the Headers/Footers option in the Print Options dialog box is set to None, headers and footers are not printed with the date assignment list.

 **NOTE:** *If you need to return to the Calendar View Print Options dialog box from the Print Dialog box (after using preview, for example), press  . When you have finished changing options in the Calendar View Print Options dialog box, press  to return to the Print dialog box.*

FOR MORE INFORMATION ON	SEE ALSO
Assigning dates	<i>Column Assign Manual Assign Quick Assign</i>
Viewing date assignments	<i>Category View Turn Category Display On/Off Turn Column Display On/Off</i>
Creating and saving column layouts	<i>Column Options</i>
Adding headlines and documents	<i>Insert Headline</i>
Expanding headlines and documents	<i>Expand</i>
Collapsing headlines and documents	<i>Collapse</i>
Moving headlines and documents	<i>Move</i>
Deleting headlines	<i>Delete</i>
Sorting assignments	<i>Sort</i>
Sorting headlines	<i>Sort Prioritize</i>
Printing	<i>Print</i>

CATEGORIES

A traditional outline lets you organize information in a hierarchy under one category. Once your information is organized this way, it's easy to look at the information from major to minor points, but it's difficult to look at it from any other angle. For example, an outline might organize all of the tasks to be completed for a specific project. If you want to identify the tasks each person is responsible for, you need to reorganize the outline.

GrandView's category function lets you reorganize outlines by any subject area you specify. Just as a library card catalog helps you locate a book by its author, title, or subject, the category function helps you sort an outline in many different ways. You can view and print the headlines that fall into a specific category.

You might decide that you want to view your project outline in two additional ways:

- by person responsible
- by due date

With GrandView, you can specify *Due Date* and *Person* as subject areas, or *categories*, by which you will view your outline.

For each headline, you can assign a name to the *Person* category. You can also assign a date to the *Date* category. The specific names and dates assigned to each category for individual headlines are called *assignments*.

To use the category function, follow these steps:

1. Create the categories (broad subject areas) for your outline.
2. Make category assignments to headlines. You can create assignments in one of two ways:
 - You can select a headline, choose a category, and make one or more assignments.
 - You can set up assignment rules and have GrandView make assignments automatically.
3. View the headlines for a given assignment and category.

Creating Categories

Every outline has two built-in categories:

- Date
- Priority

In addition to the built-in categories, you can create up to twenty additional categories. For example, you might create categories like these:

- Person
- Activity
- Project
- Department
- Rating
- Company
- Product

When you want to create or change categories, you can choose from three commands on the Categories menu:

- To make new categories, use the Create Category command.
- To change the name of an existing category, use the Rename Category command.
- To remove a category that you no longer want, use the Delete Category command.

Making Assignments to Headlines

Within each category, you create assignments. For example, a *Project type* category might have assignments for *Advertising*, *Sales Training*, and *Public Relations*. A category called *Person Responsible* might have assignments for *Bob*, *Martin*, and *Mary*.

The two built-in categories use these assignments:

<i>Date</i>	Identifies a specific date of your choice.
<i>Priority</i>	Identifies the importance of a task. This category has six built-in assignments: <i>Urgent</i> , <i>High</i> , <i>Medium</i> , <i>Low</i> , <i>Done</i> , and <i>None</i> .

Category assignments are saved with the outline when you choose the Save, Save All, or Save As commands.

You can choose from four commands for making assignments:

Manual Assign Lets you enter the assignment in the Category Display.

Quick Assign Lets you select a word or mark a block of text as the assignment, and then specify the category. For example, if you want to assign the headline *Call Joe about sales training classes* to *Training* in the *Department* category, you place the cursor anywhere on the word *Training*, choose Quick Assign, and select *Department* from the list of categories that GrandView displays. With Quick Assign you don't have to leave the outline to go to the Category Display to make an assignment. (Category Display is described later in this section.)

Column Assign Lets you enter assignments in spreadsheet-like columns to the right of your outline. Column Assign is particularly convenient if you need to make assignments to many headlines in several different categories.

Auto Assign Lets you teach GrandView how to make assignments for you as you type. With two different kinds of auto-assign rules, you can designate key words and phrases that prompt GrandView to make specific category assignments. For example, you can create a rule such that every time you type *revenue*, GrandView automatically enters the assignment *Finance* in the *Department* category. Or, you can have GrandView automatically assign any headline containing the name *Bob* to the assignment *Bob* in the *Person* category. Auto Assign is especially useful if you make the same assignments frequently.

Viewing Category Assignments

You can view category assignments in Outline View, Category View, and Calendar View. You cannot view category assignments from Document View.

VIEWING CATEGORY ASSIGNMENTS IN OUTLINE VIEW

To view category assignments in Outline View, you use either the Category Display or Columns.

The Category Display is an area at the bottom of your screen that lists all of the categories created for the outline (as well as the two built-in categories). It also displays the assignments for those categories that you entered for the current headline. As you move the cursor through the outline, the assignments change. The Category Display allows you to review the outline's category assignments on a headline-by-headline basis. You cannot see the assignments for more than one headline at a time with the Category Display. You use the View menu's Turn Category Display On command to open the Category Display window.

GrandView can also display category assignments in spreadsheet-like columns to the right of the outline. You can display up to three columns of categories in an outline. Furthermore, you can save different arrangements of columns as Column Layouts. For example, you might have one layout that includes columns for date, priority, and person and another layout that includes columns for department, budget, and project. To display columns with category assignments, you use the View menu's Turn Columns On command. To create, modify, or change the column layouts displayed, you use the commands on the View menu's Column Options submenu.

VIEWING CATEGORY ASSIGNMENTS IN CATEGORY VIEW

To view all the headlines assigned to a single assignment, you use Category View. For example, you can use Category View to view all the headlines assigned to *Sales* in a category named *Department*.

Category View does not show the headlines in an outline. Instead, headlines appear at the same level:

Category View

File Edit Window View Reorganize Outline Layout Categories Setup			
C:\GUV\PLAN		INS 13k=3	
Categories		Assignments	
Date	Finance		
Priority	Marketing		
Person	QA		
♦Department	R&D		
	♦Sales		
<hr/>			
■ R and Trade Shows	David	Medium	
■ Sales Training	Sarah	Medium	
■ Early Customers	John	Urgent	
■ Compared to future competitive products	Harold	High	
■ Compared to future products	Cathy	High	
■ Competitive advantages of the product	Elaine	Urgent	
■ Sales channel for the product	David	Urgent	
<hr/>			
Edit Headlines; Tab for New Category/Assignment; F1 for Help 339k			

You can use the Show Subheads command to display the suboutline attached to any headline displayed in Category View.

You can make some changes to the Category View screen that affect the original outline:

- You can edit the text of a headline, and GrandView automatically changes the original outline.
- You can create a new headline, and GrandView inserts it below the current headline and at the same level. You cannot add a subheadline to any of the headlines displayed on this screen.
- You can create a new document, and GrandView automatically updates the original outline.
- You can use the Category menu to add, change, and delete categories, and change auto assignments. However, you cannot change the category that is displayed on the screen.

You can also use a variety of GrandView commands to rearrange the headlines on this screen. The following changes affect only the Category View screen and do not change the original outline:

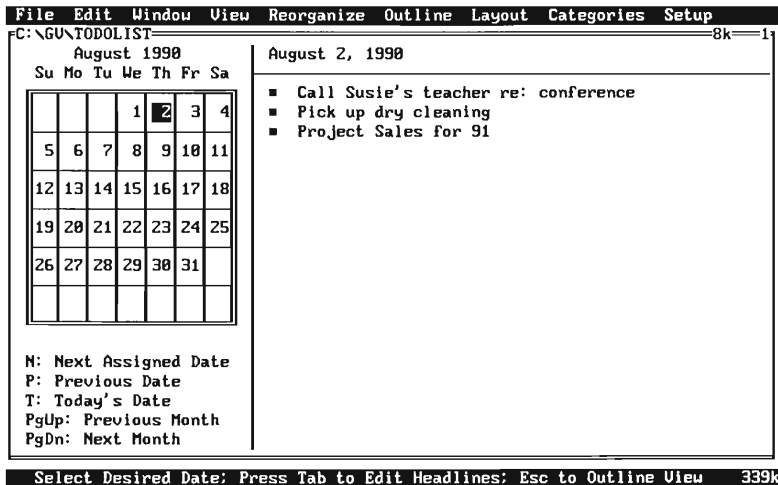
- Use the Move command to move a headline up or down within the list. You cannot move a headline to the left or right.
- Use the Mark Text command with either of the Cut and Paste commands to move text from one headline to another.

- Use the Sort command to reorganize headlines alphabetically or numerically, or by category assignment.
- Use the Prioritize command to rearrange the headlines by popularity, urgency, or priority.
- Use the Delete Headline command to remove a headline from the Category View screen. (This does not delete it from the original outline.)
- Use the Print and Mark for Printing commands to print selected assignments or entire categories.

When you are ready to return to the outline, choose Outline View from the Categories menu, or press **[Esc]**.

VIEWING CATEGORY ASSIGNMENTS IN CALENDAR VIEW

To view date assignments, you can use Calendar View. When you choose the Calendar View command, GrandView displays a calendar and highlights the dates that have headlines assigned to them.



To view all the headlines assigned to a particular day, you use the cursor keys or the mouse to select the day from the calendar.

GrandView displays the same columns in Calendar View as the ones you have displayed in Outline View when you chose the Calendar View command.

Calendar View and Category View are very similar in operation. The relationship between headlines in the outline and headlines in the calendar is the same as the relationship between headlines displayed in Outline View and headlines displayed in Category View. For example, if you edit a headline in Calendar View, the changes appear in the headline in both Calendar View and Outline View.

Printing Category Assignments

You can print category assignments in Outline View, Category View, and Calendar View.

PRINTING CATEGORY ASSIGNMENTS FROM OUTLINE VIEW

To print category assignments in Outline View, you use columns. When you have columns turned on in Outline View, and you choose the Print command, GrandView prints the category assignments displayed in the columns. The category names are printed as column headings if you have automatic headers turned on.

PRINTING CATEGORY ASSIGNMENTS FROM CATEGORY VIEW

When you choose the Print command while in Category View, GrandView gives you several options for what is printed:

- You can print the selected assignment only. For example, you can print all of the headlines assigned to *Cathy* as the person responsible.
- You can print all assignments for the selected category. For example, you can print the headlines assigned to each person in the *Person* category.
- You can print the categories and assignments marked with the Mark for Printing command.

The Mark for Printing Command command gives you a little more flexibility in selecting categories and assignments:

- You can print all assignments for one or more categories. For example, you might print all headlines that have an assignment in the *Person Responsible* or the *Date* category.

- You can print one or more assignments for a single category. For example, you might print all headlines that have the assignment *Bob*, *John*, or *Mary* in the *Person Responsible* category.

GrandView gives you two page options when you print from Category View:

- You can print each assignment on a new page. For example, if you are printing all of the assignments in the *Person* category, and you choose this option, GrandView will begin a new page for each person's items.
- You can print more than one assignment per page. In other words, instead of beginning a new page for each person's assignments (as described in the previous option), GrandView prints the first person's assignments, then the second person's assignments, and so on, inserting page breaks only as needed.

All of the options that are available when you print in Outline View are also available when you print in Category View, with one exception: custom headers and footers. However, you can use automatic headers and footers instead. If you choose headline text as one of the options included in the automatic header or footer, GrandView uses the category and the assignment. For example, if you are printing all the headlines assigned to *Cathy* as the person responsible, GrandView uses the text *Person: Cathy* in the place of headline text.

PRINTING CATEGORY ASSIGNMENTS FROM CALENDAR VIEW

When you choose the Print command from Calendar View, you can specify a range of dates to print. You can print the assignments for any of the following:

- The date selected on the calendar
- The week
- The month
- All days that have assignments
- A range of dates that you specify

GrandView gives you two page-break options when you print from Calendar View:

- You can start a new page for each date.
- You can print more than one date per page.

As with Category View, you cannot include custom headers and footers in documents printed from Calendar View. Instead, you can use Automatic Headers and Footers. If your automatic header or footer includes the element *headline text*, GrandView uses the date instead.

How Categories Work with Other GrandView Features

The category function works with many other GrandView commands:

- The Sort command sorts by the text of the headline or by category assignment.
- The Import command makes assignments automatically if you are using auto-assign rules.
- Templates created with the Templates command contain all the category and assignment information of the outline in which they were created. If you insert a template into an outline, the template's category and assignment information will be incorporated into the outline. If the template has categories that do not exist in the outline, GrandView will ask you if you want to add those categories to the outline.
- The Begin Macro command lets you create macros that start new categories and that make assignments. For example, you might create a macro that assigns *Bob* to the *Person Responsible* category.
- The Copy and Cut commands copy category assignments to the clipboard. The Paste command inserts category assignments along with the pasted headline. If the pasted information contains categories that are not part of the outline, GrandView will ask you if you want to add those categories and assignments to the outline.

Some commands are similar to, but not related to, the category function:

- The Name Headline and Auto Name commands assign names to headlines that allow you to jump to and move headlines. These two commands work with Send to Name, Jump to Name, and Send Mode, and are not related to categories and assignments.
- The Prioritize command lets you rearrange the headlines at a given level of a suboutline. This command is unrelated to the built-in *Priority* category.

FOR MORE INFORMATION ON	SEE ALSO
Adding categories	<i>Create Category</i>
Adding documents	<i>Outlines</i>
Adding headlines	<i>Insert Headline</i>
Calendar View	<i>Calendar View</i>
Category View	<i>Category View</i>
Clipboard operations	<i>Copy</i> <i>Cut</i> <i>Paste</i>
Columns	<i>Column Assign</i> <i>Column Options command</i> <i>Turn Columns On/Off</i>
Date format	<i>Date Format</i>
Deleting headlines	<i>Delete</i>
Import	<i>Import</i>

FOR MORE INFORMATION ON	SEE ALSO
Making assignments	<i>Auto Assign</i> <i>Column Assign</i> <i>Manual Assign</i> <i>Quick Assign</i>
Marking text	<i>Mark Text</i>
Named headlines	<i>Name Headline</i>
Outline View	<i>Outline View</i> <i>Outlines</i>
Printing	<i>Print</i>
Prioritize	<i>Prioritize</i>
Removing categories	<i>Delete Category</i>
Renaming categories	<i>Rename Category</i>
Sort	<i>Sort</i>
Templates	<i>Templates</i>
Viewing subheads	<i>Show Subheads</i>

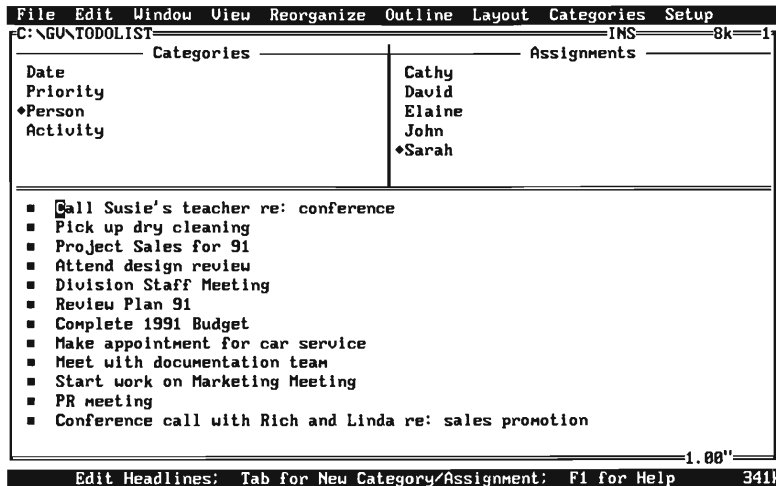
CATEGORY VIEW

VIEW MENU

F3

After you have placed information from your outline into broad subject areas of information (*categories*) and have entered text with which you can view this information (*assignments*), you can use the Category View command to list the headlines corresponding to a particular assignment for the selected category. The categories apply to the entire outline; the assignments correspond to particular headlines in the outline.

The Category View command displays your outline according to the categories and assignments you have made. When you choose Category View, GrandView displays this window:




Category View

GrandView lists the categories for the current outline in the upper-left corner. The assignments you have made for the selected category are listed in the upper-right corner. At the bottom of the window, GrandView lists the headlines for which you have made an assignment to the selected category. Note that GrandView displays these headlines at the same level; it does not show a hierarchy.



NOTE: *In addition to Category View, you can use Calendar View to display headlines assigned to specific dates.*

When you use the Category View command, you can make changes that affect the current outline. GrandView automatically updates the original outline with the changes that you make in Category View. From Category View, you can do the following:

- You can edit the text in the headlines that appear for the selected category assignment. GrandView automatically updates the original outline.
- You can create a new document by positioning the cursor immediately after a headline in Category View and pressing . GrandView automatically attaches it to the same headline in the original outline.
- You can add a new headline by positioning the cursor immediately after a headline in Category View. GrandView inserts the new headline into the original outline below the headline that you have selected in Category View, and at the same level. You cannot add a subheadline to any headlines displayed in the Category View window.



NOTE: *GrandView automatically places the new headline into the selected category assignment.*

- You can remove the category assignments that you have made for a particular headline by deleting the headline in Category View. When you delete the headline, GrandView does *not* delete the headline in the original outline; it deletes only its associated categories and assignments.

When GrandView displays the Category View window, certain commands affect only the headlines in this window and do not change the current outline:

- The Move Headline command lets you move a headline up or down within the list. Because all the headlines are displayed at the same level in Category View, you cannot move a headline to the left or right.
- The commands on the Labels submenu let you change, or customize, the labeling style used in Category View. As a result, you can use different labeling styles in Outline View and Category View.
- The Turn Columns On/Off command lets you display assignments for more than one category. For example, while looking at all the headlines assigned to a certain date, you can display the priority assigned to each headline in a column to the right of the headlines.

File Edit Window View Reorganize Outline Layout Categories Setup		INS	8k	1
C:\GUX\TODOLIST				
Categories		Assignments		
Date		Cathy		
Priority		David		
♦Person		Elaine		
Activity		John		
		♦Sarah		
■ Call Susie's teacher re: conference		High		
■ Pick up dry cleaning		Low		
■ Project Sales for 91		High		
■ Attend design review		High		
■ Division Staff Meeting		Low		
■ Review Plan 91		High		
■ Complete 1991 Budget		High		
■ Make appointment for car service		Low		
■ Meet with documentation team		High		
■ Start work on Marketing Meeting		Low		
■ PR meeting		High		
■ Conference call with Rich and Linda re: sales promotion		Low		
		1.00"		
Edit Headlines; Tab for New Category/Assignment; F1 for Help		341k		

**Columns in
Category View**

- The Sort command lets you reorganize headlines in alphabetical or numeric order for a particular category. GrandView also lets you sort headlines that were assigned to more than one category. For more information, see *To use the Sort option in Category View* later in this section.
- The Prioritize command lets you reorganize the headlines by importance or popularity. For more information, see *Prioritize*.

- The Mark for Printing command lets you specify particular categories and assignments that you want to print. For more information, see *Mark for Printing*.
- The Print command lets you print headlines in the selected categories and assignments. If you don't use the Mark for Printing command to select more than one category or assignment, GrandView prints only the headlines for the selected category and assignment. For more information, see *Print* and *Mark for Printing*.

To view information in the current outline by categories and assignments:

1. Choose Category View from the View menu, or press **F3**.

GrandView lists the categories that you have created and the built-in categories that you have selected.

2. Press **↓** or **↑** to select the category by which you want to view the outline information.

When you have selected a category, GrandView lists the text that you have entered for the category in the Assignments box. The assignments are listed in alphabetical order. For example, if you have selected the Person category, GrandView lists all the names that you have entered as the assignments in the current outline.

3. To move to the Assignments box, press **→**.

4. Press **↓** or **↑** to select the assignment text by which you want to view the outline information for the selected category.

When you have selected an assignment, GrandView lists the headlines that were placed in the selected category with the particular assigned text. For example, if you have selected *Mary*, GrandView lists the headlines that contain the items for which Mary is responsible.

If you had columns turned *on* in the outline, GrandView displays the same columns in Category View. You can use the Turn Columns On/Off command to display or hide columns showing additional category assignments.






In Category View, GrandView does not display a column for the category selected. For example, if you have a column layout with columns for person, date and priority, GrandView will only display columns for person and date when you view the Priority category in Category View. The Priority column will be displayed in Outline View.

5. To return to the current outline, choose Outline View from the Categories menu.

To use the Sort option in Category View:

1. Choose Category View from the Categories menu, or press **F3**.
GrandView lists the categories that you have created and the built-in categories that you have selected.
2. Choose Sort from the Reorganize menu.
GrandView displays the Sort dialog box that lists all the categories in the current outline in both the Primary Key box and Secondary Key box.
3. In the Primary Key box, press **↓** or **↑** to select the category by which you want to view your outline.
For example, you can select a *Project Type* category.
4. Choose Increasing or Decreasing.
 - To sort the headlines in increasing order (from A to Z and 001 to 100), choose Increasing.
 - To sort the headlines in decreasing order (from Z to A and 100 to 001), choose Decreasing.

- 5. In the Secondary Key box, press  or  to select an additional category by which you want to view your outline.

For example, you can tell GrandView to organize the headlines by due dates, in addition to the different project types. To do this, select Date.
- 6. Choose Increasing or Decreasing.
- 7. To organize the headlines in your outline by the ways you have specified, choose Sort, or press . If you change your mind, choose Cancel.

Using Columns in Category View

Columns can be used in Category View to show more than one category assignment at a time. For example, if you choose the Priority category and the High assignment, you might also want to know the date assigned to each high-priority item, as well as the person responsible for the item. When you choose the Turn Columns On command in Category View, GrandView displays additional category assignments, depending on the column layout you are using. For example, if you use a column layout with columns for the Date and Person categories, your Category View screen looks like this:

Columns in Category View

File Edit Window View Reorganize Outline Layout Categories Setup			
C:\GV\TODOLIST		INS 8k 1	
Categories		Assignments	
Date	Done		
♦Priority	♦High		
Person	Low		
Activity	Medium		
■ Call Susie's teacher re: conference		8-2-90	Sarah
■ Project Sales for 91		8-2-90	Sarah
■ Attend design review		8-3-90	Sarah, John
■ Review Plan 91		8-3-90	Sarah, David
■ Complete 1991 Budget		8-6-90	Sarah
■ Meet with documentation team		8-8-90	Sarah, David, John
■ PR meeting		8-22-90	Sarah, David

When you use columns in Category View, GrandView follows these guidelines:

- The display status of columns is the same in Category View and Outline View. In other words, if columns are *on* in Outline View when you choose Category View, columns will be displayed in Category View. Similarly, if you turn columns *off* in Category View, they will be *off* when you return to Outline View.
- The same column layout that you have displayed in Outline View is displayed in Category View.
- If the column layout that you choose in Category View includes a column with the current category, that column will not be displayed. For example, suppose you have a column layout with columns for Person, Date, and Priority. If you choose this layout in Category View while you have the Person Category selected, GrandView will display only the columns for Date and Priority.







To display columns in Category View:

- Choose Turn Columns On from the View menu.

To use columns in Category View:

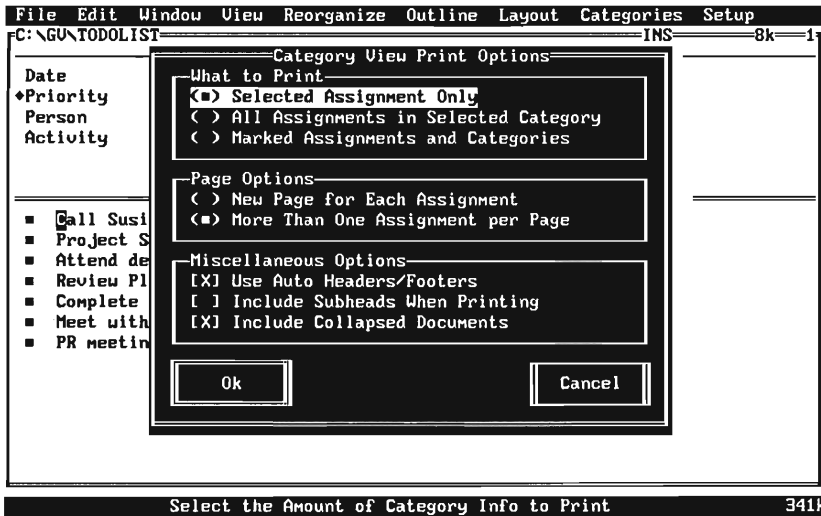
1. If columns are not already displayed in Category View, choose Turn Columns On from the View menu.
2. Use the commands on the Column Options menu to adjust the columns:
 - To use a different set of columns, choose Get Column Layout.
 - To change, add, or remove a column in the current layout, choose Customize Current Columns.
 - To make a new column layout, choose Customize Current Columns.
 - To save a column layout, choose Save As Named Layout.
 - To delete a column layout, choose Save As Named Layout.

To enter assignments into columns from Category View:

1. If columns are not already displayed in Category View, choose Turn Columns On from the View menu.
2. Move the cursor to the headline area by pressing  .
3. Move the cursor from the headline area to the columns by pressing  .
4. Use the arrow keys to move the cursor to the headline and column in which you want to make an assignment.
5. Press  to display a complete list of the assignments for the current column.
6. Choose an assignment from the list displayed, or type a new assignment, and press . GrandView enters your assignment into the column.

Printing from Category View

You can print category assignments directly from Category View. When you choose Print from Category View, GrandView displays the Category View Print Options dialog box:



**Category View
Print Options
dialog box**

What to Print	Determines how many category assignments are printed.
<i>Selected Assignment Only</i>	Prints only the headlines with the current category assignment. For example, if the category Priority and the assignment High are selected, GrandView will print only the headlines assigned a High Priority.
<i>All Assignments in Selected Category</i>	Prints the headlines assigned to each of the assignments of the current category. For example, if the category Person is selected, GrandView will print the headlines assigned to each name in the Person category. GrandView prints all of the first person's assignments, then all of the second person's assignments, and so on.
<i>Marked Assignments and Categories</i>	Prints the headlines assigned to the categories and/or assignments that you have selected with the Mark for Printing command.

Page Options	Specifies when GrandView will begin a new page.
New Page for Each Assignment	Begins a new page after each assignment. For example, if you are printing assignments from the Person category, GrandView will begin each person's assignments on a new page.
More Than One Assignment Per Page	Prints multiple assignments on one page. When you choose this option, GrandView does not begin a new page for every assignment. For example, if you are printing all of the assignments in the Priority category, GrandView does not begin a new page after it prints the headlines assigned to Urgent, High, Medium, Low, or Done. Instead, it prints the first assignment, with the headlines assigned to it as its subheads. Then it prints the next assignment, with its headlines as subheads, and so on.
Miscellaneous Options	Determines what is included when GrandView prints the category assignments.
Use Auto Headers/ Footers	<p>Lets you choose whether to print a header or a footer with the Category View information. The default is that GrandView prints a header or a footer. Turn this option off if you don't want a header or a footer.</p> <p>GrandView uses the components that you have selected with the Automatic command on the Headers/Footers submenu (located on the Layout menu), except that GrandView replaces the headline name with the text that you have entered for the Category and Assignment, separated by a colon (for example, Person Responsible: Steve). GrandView prints the header or footer in the default font that you have specified with the Font and Style command on the Layout menu. You <i>cannot</i> specify a custom header or footer.</p>

Include Subheads When Printing Lets you choose whether to print the subheadlines attached to the headlines displayed in the Category View information. The default is that this option is turned *OFF*.

When you choose Category View, GrandView displays only the headlines that have been assigned to categories; it does not display their subheadlines. However, you can tell GrandView to print subheadlines by turning this option *ON*. Unless you have specifically assigned the subheadlines to the same categories, the subheadlines do not appear in Category View.

Include Collapsed Documents Lets you choose whether to print collapsed (hidden) documents attached to the headlines in the Category View information. The default is that this option is turned *OFF*.

When you assign a headline to a category, GrandView displays any existing expanded documents as soon as you choose Category View. If you want to display collapsed documents, you must use the Expand Document command to expand them before you choose Category View. However, you can tell GrandView to print collapsed documents by turning this option *ON*. GrandView always prints expanded documents.

OK Saves the settings that you have selected with the current outline.

Cancel Cancels the command and closes the dialog box.

To print from Category View:

1. To print the headlines for the selected category and assignment, choose Print from the File menu, or press **Alt P**.

GrandView displays the Category View Print Options dialog box.

2. Make any changes necessary to the Category View Print Options, and press **Enter**.

GrandView displays the Print dialog box.

3. To print, choose Print, or press .

GrandView prints the headlines that you have indicated in the Category View Print Options dialog box. If you have chosen to include automatic headers or footers, GrandView automatically adds a header or footer containing the components that you have selected. GrandView replaces the headline name with the text you entered for the Category and Assignment, separated by a colon (for example, Person Responsible: Mary).

FOR MORE INFORMATION ON	SEE ALSO
Changing category names	<i>Rename Category</i>
Columns	<i>Column Assign</i> <i>Column Options</i> <i>Turn Column Display On/Off</i>
Creating and viewing date assignments	<i>Calendar View</i>
Creating new categories	<i>Create Category</i>
Displaying the current outline	<i>Outline View</i>
Making assignments	<i>Auto Assign</i> <i>Column Assign</i> <i>Manual Assign</i> <i>Quick Assign</i>
Printing category assignments	<i>Mark for Printing</i> <i>Print</i>
Removing categories	<i>Delete Categories</i>
Reorganizing categories	<i>Prioritize</i> <i>Sort</i>
Selecting category assignments for printing	<i>Mark for Printing</i>
Using categories	<i>Categories</i>

CENTER TEXT

LAYOUT MENU

The Center Text command is a submenu with two commands:

<i>Center</i>	Aligns text to the center of the line and leaves ragged right and left margins.
<hr/>	
<i>UnCenter</i>	Aligns text on the left margin only and leaves a ragged right margin.

The Center and UnCenter commands apply to the current headline or document paragraph. You can also use the Center and UnCenter commands to change the alignment on a marked block of headlines and/or paragraphs.

To center the current headline or paragraph:

1. Position the cursor in the headline or paragraph that you want to center.
2. Choose Center Text from the Layout menu, and select the Center command from the submenu.

To restore left justification to centered text:

1. Position the cursor in the headline or paragraph that you want to change.
2. Choose Center Text from the Layout menu, and select the UnCenter command from the submenu.

To center a block of headlines and/or paragraphs:

1. Position the cursor anywhere in the first paragraph that you want to change.
2. Choose the Mark Text command from the Edit menu.
3. Use the arrow keys to highlight the block of paragraphs and/or headlines that you want to format.



Be sure that all the headlines and documents in the block are expanded. Collapsed headlines and documents will not be centered.

4. Choose Center Text from the Layout menu, and select the Center command from the submenu.

To restore left justification to a block of centered headlines and/or paragraphs:

1. Position the cursor at the beginning of the first paragraph that you want to change.
2. Choose the Mark Text command from the Edit menu.

3. Use the arrow keys to highlight the block of paragraphs and/or headlines that you want to format.



Be sure that all the headlines and documents in the block are expanded. Collapsed headlines and documents will not be affected.

4. Choose Center Text from the Layout menu, and select the UnCenter command from the submenu.

FOR MORE INFORMATION ON**SEE ALSO**

Marking blocks of headlines and documents*Marked Text*

Left, right, and full justification*Justification*

CHOOSE WINDOW

WINDOW MENU

GrandView lets you open as many as nine outlines at once. Each outline fills the entire screen as you open it, and thus hides from view any previously opened outlines. GrandView numbers the outlines in the order in which you have opened them. The number appears in the upper-right corner of the window.

The Choose Window command lets you move between open outlines. When you select Choose Window, GrandView displays a submenu with two commands: Next and Previous. The submenu also lists all the open outlines in the order in which they were opened:

The Choose Window submenu



If an outline has unsaved changes, GrandView appends an asterisk to the filename (*).

You can make an open outline current in one of three ways:

- Use the Choose Window command on the Window menu.
Choosing a file from the Choose Window submenu makes that outline the current outline. Choosing Next selects the outline that is next in the sequence. Choosing Previous displays the outline that was opened prior to the current outline.
- Press the **Alt** key and the window number at the same time.
- Use the mouse to move the cursor anywhere in the window, and click once with either mouse button.

To make an outline current with the Choose Window command:

1. Use the Open or New commands on the File menu to open several outlines on your screen.
GrandView places each outline on top of the previously opened outline. The outline that you see is the last one you opened. This is the current outline.
2. Select Choose Window from the Window menu.
The Choose Window submenu appears, listing outlines in the order in which they were opened. The cursor appears on the name of the first outline.
3. Choose the outline with which you want to work.
 - Press the number displayed to the left of the filename of the outline that you want to open, OR
 - Press **N** to choose the outline that is listed after the current outline, OR
 - Press **P** to choose the outline that is listed before the current outline

To make an outline current by using the **AR** key combination:

- Press **AR** and the outline's window number.

A blinking cursor appears in the active window.

NOTE: *If you do not know the window number of the outline that you want to make current, you can use the Overlay command to display all the open outlines so that you can see the name of each one. The window number appears in the upper-right corner of the window.*

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Move/Size</i> <i>Overlay</i> <i>Preset Sizes</i> <i>Tile</i> <i>Horizontal</i> <i>Untile All</i> <i>Vertical</i>
Displaying outlines in full-screen view	<i>Zoom</i>
Opening outlines	<i>New</i> <i>Open</i>
Saving the current window arrangement	<i>Save Setup</i> <i>Quit</i>
Using a mouse with GrandView	<i>Appendix C, Using A Mouse With GrandView</i>
Using windows	<i>Windows</i>

CLIPBOARD

The Clipboard is a temporary storage area in your computer's memory. You can use the Clipboard to store headlines and text that you are moving or copying. The Clipboard is particularly useful for moving and copying information from one outline to another. It stores text and any formatting that you have applied using the commands in the Layout menu, and also stores any category and assignment information that you have made for headlines.

You place information on the Clipboard by using the Cut or Copy commands on the Edit menu.

- The Cut command removes selected headlines and text from the current outline and places it on the Clipboard.
- The Copy command duplicates selected headlines and text, leaving the original information intact, and places a copy on the Clipboard.

You cannot type information into the Clipboard, and you cannot edit the contents of the Clipboard.

You can move information from the Clipboard to an outline by using the Paste command on the Edit menu. You can paste information into any outline. After you have used the Paste command, the information stays on the Clipboard until you cut or copy again.

NOTE: *You cannot paste information from the Clipboard into any other application.*



You can view the contents of the Clipboard at any time by choosing the View Clipboard command.

The Clipboard is called a temporary storage area because it holds information from only one cut or copy command. The next time you cut or copy, GrandView erases the old information from the Clipboard and stores the new information. Information on the Clipboard is not stored on disk. When you turn off the computer's power or quit GrandView, everything on the Clipboard is erased.

Information on the Clipboard is stored in the computer’s memory—called RAM. When you are working with large outlines GrandView might warn you that you have run out of memory. You can free up additional RAM by reducing the contents of the Clipboard to just one character. To do this, use the Mark Text command to select a single character, then choose the Copy command from the Edit menu.

FOR MORE INFORMATION ON	SEE ALSO
Copying suboutlines and text using the Clipboard	<i>Copy</i> <i>Paste</i>
Moving suboutlines and text using the Clipboard	<i>Cut</i> <i>Paste</i>
Selecting a block of headlines and text	<i>Mark Text</i>
Viewing the contents of the Clipboard	<i>View Clipboard</i>

CLONING HEADLINES

The ability to clone headlines is one of GrandView's most powerful features. It lets you make a *clone*, or a dynamic copy, of any headline. GrandView thereafter maintains a connection between each clone and its corresponding headline. Whenever you edit the text of a cloned headline, all the other clones change automatically. If you change a clone, GrandView automatically updates both the original headline and the clone. GrandView automatically updates clones even if they are collapsed or hidden from view.

In the following figure, the headlines on the left were cloned, and the headlines on the right show that the clones were placed in a different location in the outline. When any of these headlines are changed, GrandView changes the associated clones automatically.

File	Edit	Window	View	Reorganize	Outline	Layout	Categories	Setup	
C:\GU\TUTORIAL\CENTER					1	C:\GU\TUTORIAL\CNTR			2
-					2.Publicity Plan for 1990	-			2.Publicity Plan for 1990
+					3.Update Marketing Material wit	+			3.Update Marketing Material wit
-					a)Items to Delegate to Bill	+			a)Items to Delegate to Bill
+					4.Marketing material design for	&			1)Product Summary Sheet
-					a)Product Summary Sheet	&			2)Product Line Booklet
-					b)Datasheets	&			3)Brochure
+					c)Product Line Booklet	&			4)Poster
-					d)Brochure	+			4.Marketing material design for
-					e)Direct Mail Brochures	&			a)Product Summary Sheet
-					f)Poster	-			b)Datasheets
-					5.Campaign for Centurion home s	&			c)Product Line Booklet
					product summary, and make pro	&			d)Brochure
					member.↓	-			e)Direct Mail Brochures
+					E.Meetings	&			f)Poster
+					1.Staff Meeting Agenda	-			5.Campaign for Centurion home s
-					a)Discuss the new personnel p				product summary, and make pro
					over to the new payroll sys	+			member.↓
					accounting department membe				E.Meetings
-					b)Announce the plans for new	+			1.Staff Meeting Agenda
					filled over the next two qu	-			a)Discuss the new personnel p
-					c)Efficiency report carried o				over to the new payroll sys
					1.60"				1.60"
Press / for Menus; Return to Create a New Headline; F1 for Help									355k

Clones

Creating Clones

GrandView has two commands that let you create clones:

- The Send Mode command, on the Reorganize menu's Send/Jump Headline submenu, lets you create a clone of the current headline and send the clone to a named headline.

- The Gather command, on the Reorganize menu, lets you clone all the headlines that you have marked with the Mark command. The Gather command collects the clones and inserts them into the outline below the headline that you specify.

When you clone a headline, GrandView creates an identical copy of the original headline and its suboutline. The structure symbol of each clone changes to an ampersand (&).

Moving Clones

There are no constraints on where you can move cloned headlines. You move clones using the commands on the Reorganize menu's Move submenu. However, if you use the Cut or Copy commands to cut or copy a cloned headline and then use the Paste command to insert the headline into an outline, the pasted headline is no longer a clone.

Deleting Clones

You can delete any cloned headline from the outline. Deleting a clone does not affect any of the other clones of the same headline. However, if you delete all but one clone, then the structure symbol of the remaining headline is no longer the ampersand (&). You delete a clone just as you delete any headline. You can use the Headline/Suboutline and Marked Text commands on the Edit menu's Delete submenu to delete clones.

Marking Clones

When you use the Mark or Mark Suboutline command to mark a clone, the other clones are not marked.

FOR MORE INFORMATION ON	SEE ALSO
Cloning a headline and sending the clone to a named headline	<i>Send/Jump Headline</i>
Cloning a headline that you have marked	<i>Gather</i>
Deleting a clone	<i>Delete</i>

CLOSE

FILE MENU

Alt **0**

Use the Close command when you want to stop working on a particular outline but continue using GrandView. You can open other outlines, or you can create a new one. GrandView lets you open as many as nine outlines at once.

If you have changed your outline since you last saved it, GrandView displays a dialog box that asks if you want to save the changes. Choosing Yes saves the changes in the current outline before closing it.

The Close command does not save the way your outlines are displayed on the screen. If your current window setup consists of more than one open outline, and you want to save this arrangement, use the Save Setup command to assign it a name.

To close an outline:

- Choose Close from the File menu, or press **Alt** **0** (zero).

If there are no unsaved changes in the current outline, GrandView closes the outline. If there are no other open outlines, GrandView displays the Opening menu.

If your outline has unsaved changes, GrandView displays a dialog box asking if you want to save the changes.

- To save the changes in the outline, choose Yes, or press **↵**.
- To close the outline without saving the unsaved changes, choose No.
- To cancel the command and continue working in the current outline, choose Cancel, or press **Esc**.

FOR MORE INFORMATION ON	SEE ALSO
Creating a new outline	<i>New</i>
Making an open outline current	<i>Choose Window</i>
Opening existing outlines	<i>Open</i>
Saving outlines	<i>Save</i> <i>Save As</i> <i>Save All</i>
Saving the current window arrangement	<i>Save Setup</i> <i>Quit</i>

To use outlines to the best advantage, it is important to be able to concentrate on the proper level of detail. Sometimes you will want to see the “big picture.” At other times you will want to concentrate on one small part of an outline. You can control the amount of information by collapsing subordinate headlines so that they do not appear on the screen, or by expanding them to redisplay them on the screen. This section discusses the commands on the Outline menu’s Collapse submenu. These are the commands you use to hide headlines and documents in your outline. For information on displaying collapsed headlines and documents, see the Expand command.

GrandView displays structure symbols to indicate expanded or collapsed headlines and documents. A plus sign (+) is displayed to the left of a headline that contains subordinate headlines. A minus sign (–) indicates that the headline does not contain subordinate headlines but may contain a document. A diamond (◆) is displayed to the right of a headline that contains an expanded visible document; it may also contain subordinate headlines. After you have collapsed a document, GrandView displays a down arrow (↓) to the right of the headline to indicate that the headline contains a hidden document. For more information on structure symbols, see *Expand*.

Collapse Submenu

The Collapse command is a submenu with six commands:

<i>Subheads</i>	Hides the subheadlines of the current headline or group of headlines selected with the Mark Text command. The Subheads command collapses only headlines; the documents attached to the headlines are not affected. The keyboard command for the Subheads command is Gray - (If you are using GrandView on a laptop computer, or on a computer that does not have a numeric keypad, you can also use F8 .)
<i>Subheads on Level</i>	Hides the subheadlines at the same level as the current headline. For example, if the cursor is on a Level 3 headline, GrandView collapses the current suboutline to the third level. This command affects only the headlines at the current level in the current suboutline. The rest of the outline retains its same expansion state.
<i>Document</i>	Hides the document attached to the current headline or group of headlines selected with the Mark Text command. The Document command collapses only documents; subheadlines are not collapsed. The keyboard command for the Document command is Alt Gray - . (If you are using GrandView on a laptop computer, or on a computer that does not have a numeric keypad, you can also use Alt F8 .)
<i>All Documents in Suboutline</i>	Hides all documents in the suboutline. The All Documents in Suboutline command collapses all documents in the suboutline, even if they are attached to collapsed subheads. This command does not affect headlines or subheadlines.
<i>All Documents on Level</i>	Hides all documents at the same level as the current headline. This command does not change the expansion state of headlines and subheadlines. This command affects only the documents at the current level in the current suboutline. Other documents in the outline retain the same expansion that they had before you used the command.

**All Documents
in Outline**

Hides all documents in the entire document.
The corresponding keyboard command is **Ctrl** **F8**.

To collapse subheads:

1. Select the headline that you want to collapse.



You can also use the Mark Text command to select a block of headlines.

2. Choose Subheads from the Outline menu's Collapse submenu, or press **Gray -**. (If you are using a laptop computer, or any computer without a numeric keypad, you can also press **F8**.)

GrandView collapses all subheadlines under the current headline and in a marked block of headlines.

To collapse the outline to the current level:

1. Select a headline at the level to which you want to collapse the outline. For example, if you want to collapse the outline by two levels, choose any Level 2 headline.
2. Choose the Subheads on Level command from the Outline menu's Collapse submenu.

GrandView collapses the outline to the current level. Only headlines and subheadlines are collapsed; this command does not collapse documents.

To collapse a document:

1. Select the headline that contains the document that you want to hide from view.



You can also use the Mark Text command to select a block of headlines.

2. Choose Document from the Outline menu's Collapse submenu, or press **Alt** **Gray -**. (If you are using a laptop computer, or any computer without a numeric keypad, you can also press **⇧** **F8**.)

To indicate that the current headline contains a collapsed document, GrandView displays a down arrow (↓) to the right of the headline. GrandView collapses all documents in a marked block of headlines.

To collapse documents at the current level:

1. Select a headline at the level to which you want to collapse the outline. For example, if you want to collapse the suboutline by two levels, choose any Level 2 headline in the suboutline.
2. Choose the Subheads on Level command from the Outline menu's Collapse submenu.

GrandView collapses the suboutline to the current level. Only documents are collapsed; this command does not collapse headlines or subheadlines.

To collapse all documents in the entire outline:

- Choose the All Documents in Outline command from the Outline menu's Collapse submenu.
- GrandView collapses all documents in the entire outline; headlines and subheadlines are not collapsed.

FOR MORE INFORMATION ON**SEE ALSO**

Expanding Outlines*Expand*

Structure symbols*Expand*

Selecting text*Mark Text*

SETUP MENU

When you use GrandView’s Install program, you configure GrandView to work with either a color or a monochrome monitor. If you have a color monitor, you can use the Colors command to change the way that color is used on the screen. For example, you can make the text in each level of headline a different color.

The Colors command is a submenu of seven commands for configuring the colors that GrandView will use on the screen:

Color Set 1	Installs the default colors.
Color Set 2	Installs a second set of predetermined colors.
Color Set 3	Installs a third set of predetermined colors.
User Color Set	Installs a set of colors that you have specified with the Customize Colors command.
Monochrome	Displays GrandView in black and white.
Laptop	Installs a predetermined set of colors designed for use with laptop computers.
Customize Colors	Lets you change the colors in any of the predetermined color sets. You can also use this command to create a User Color Set.

NOTE:

You can use only one set of colors for all outlines. You cannot set different colors to be used with different outlines.

Using Color Sets

GrandView is shipped with five predetermined color sets: Color Set 1, Color Set 2, Color Set 3, Monochrome, and Laptop. In addition, you can use the Customize Colors command to create a sixth color set, the User Color Set. (See the following section for information on creating a User Color Set.)



NOTE: *Choosing a color set replaces any colors that you have specified with the Customize Colors command. Unless you have saved your custom colors as the User Color Set, you will not be able to restore them without using the Customize Colors command again.*

To change color sets:

1. Choose Colors from the Setup menu.
2. Select one of the color sets from the Colors submenu:
 - Choose Color Set 1, Color Set 2, or Color Set 3 to change the colors in which GrandView is displayed.
 - Choose Monochrome to display GrandView in black and white.
 - Choose Laptop if you are using GrandView on a laptop computer.

Customizing Colors

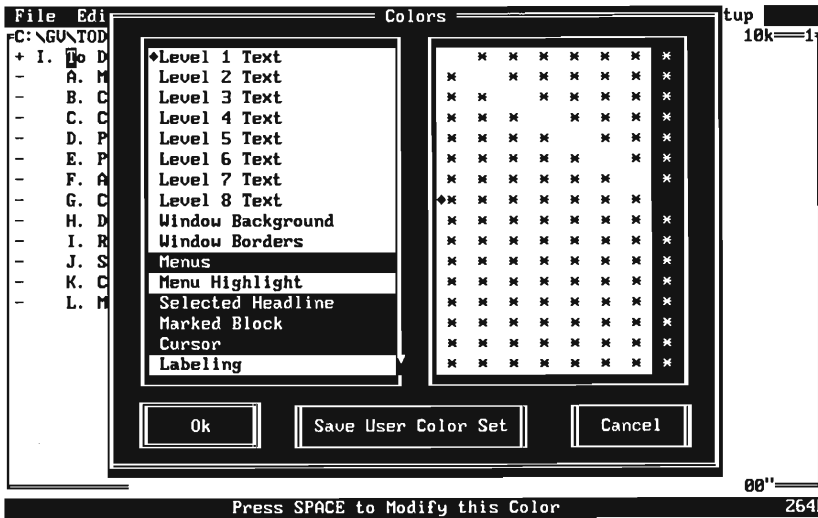
With the Customize Colors command you can change the colors for every element that GrandView displays on the screen. These include text, background, borders, menus, dialog boxes, and other elements.

You can use the Customize Colors command to create a custom color set for use with the User Color Set command. You can modify one of the existing color sets and save it as the User Color Set, or you can create an entirely new color set. You can create and save only one User Color Set at a time.



NOTE: *When you modify a color set and save the changes, the new color settings become the User Color Set. You cannot save changes to Color Sets 1, 2, or 3.*

When you choose Customize Colors, GrandView displays this dialog box :



Screen Colors dialog box

Screen Elements

Lists all the screen elements for which you can change screen colors. Press **⏴** or **⏵** to scroll forward or backward through the list of screen elements. Press **⏶** or **⏷** to highlight the kind of text for which you want to change the colors. For each screen element, you can choose both a text color and a background color. Be sure you do not use the same color for both the text and the background, or the text will seem to disappear.

Level 1 to Level 8 Text

Determines the text and background colors used for headlines and documents. Each level can appear in a different color. After Level 8, the sequence of colors repeats itself. For consistent colors, choose the same background color for each level.

Window Background

Determines the color used for areas of the window that do not contain any other kind of text. Usually, you should use the same color for the Window Background that you use for the background of Level 1 through Level 8 Text. However, you can use different colors if you wish.

Window Borders

Determines the color of the lines around the window beneath the menu bar.

<i>Menus</i>	Determines the text and background colors for the menus and the menu bar at the top of the screen.
<i>Menu Highlight</i>	Determines the text and background colors for highlighted characters in the menus and in the menu bar.
<i>Selected Headline</i>	Determines the text and background colors of the words in a headline that has been selected, and the color of the cursor in Category View and Category Display.
<i>Marked Block</i>	Determines the text and background colors of words that have been marked with the Mark Text command.
<i>Cursor</i>	Determines the color of the flashing underline cursor and the character above the cursor. It also determines the background color for the character above the cursor.
<i>Labeling</i>	Determines the text and background colors of the numbers or letters that identify each headline in an outline. You can choose the headline labeling style by using the Labels command on the Outline menu.
<i>Marked Labeling</i>	Determines the text and background colors of headline labels that have been marked with the Mark command.
<i>Underline</i>	Determines the text and background colors of underlined text. If the text has more than one style, the color of the other styles will override the color designated for underlined text.
<i>Boldface</i>	Determines the text and background colors of boldface text. If the text has more than one style, the color for boldface text will override the color for underlined text.
<i>Italics</i>	Determines the text and background colors of italic text. If the text has more than one style, the color for italic text will override the color for boldface or underlined text.

<i>Superscript</i>	Determines the text and background colors of superscript text. If the text has more than one style, the color for superscript text will override the color for italic, boldface, and underlined text.
<i>Subscript</i>	Determines the text and background colors of subscript text. If the text has more than one style, the color for subscript text will override the color for all other styles.
<i>Format Tags</i>	Determines the color of the tags that display font and style information. You can hide or reveal format tags by using the Turn Format Tags On/Off command on the Layout menu.
<i>Status Line Msgs</i>	Determines the text and background colors of messages that appear at the bottom of your screen.
<i>Warnings</i>	Determines the text and background colors of warning messages.
<i>Warning Highlight</i>	Determines the text and background colors used in highlighted areas of warning messages.
<i>Dialog Box</i>	Determines the text and background colors of GrandView dialog boxes.
<i>Dialog Title</i>	Determines the color of the title bar in dialog boxes.
<i>Dialog Cursor</i>	Determines the color of the cursor as it moves around dialog boxes.
<i>Dialog Highlight</i>	Determines the text and background colors of highlighted text in dialog boxes.
<i>Dialog Prompt Box</i>	Determines the text and background colors of any secondary dialog boxes that appear within a dialog box.
<i>Dialog Prompt Title</i>	Determines the color of the title bar in dialog prompt boxes.

*Dialog Prompt
Cursor* Determines the color of the cursor in secondary dialog boxes.

*Dialog Prompt
Highlight* Determines the text and background colors of highlighted text in secondary dialog boxes.

Find Dialog Box Determines the text and background colors of interactive dialog boxes, such as the one used with the Find/Replace command.

*Find Dialog
Cursor* Determines the color of the cursor in the Find/Replace dialog box.

*Find Dialog
Highlight* Determines the text and background colors of highlighted text in the Find/Replace dialog box.

*Structure
Symbols* Determines the text and background colors of the plus (+), minus (–), and ampersand (&) structure symbols that appear when there is no hidden information to be expanded in the outline. (These symbols appear on the left side of the screen.) You can reveal or hide structure symbols by using the Labels command on the Outline menu.

*Hidden
Structure
Symbols* Determines the text and background colors of the plus (+) and ampersand (&) structure symbols that appear when there is hidden information to be expanded in the outline.

Main Help Determines the text and background colors of the Help windows.

Help Border Determines the color of the lines around the Help windows.

Help Highlight Determines the text and background colors of highlighted characters in the Help windows.

Help Auxiliary Determines one of the two auxiliary colors of the Help windows.





Help Auxiliary2 Determines the second auxiliary color used in the help windows.

<i>Help Reverse</i>	Determines the color of the Help cursor and the reverse video areas of the Help windows.
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<i>Text in Columns</i>	Determines the text and background colors of category assignments displayed in columns.
------------------------	---

<i>Cursor in Columns</i>	Determines the color of the cursor used in columns.
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<i>Highlight in Calendar</i>	Determines the color of highlighted dates in the calendar.
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Color Bars	Determines the background and text colors of each kind of text. The vertical columns indicate the background color, while the horizontal rows indicate the text color. Press  and  to change the background color. Press  and  to change the text color. As you press the arrow keys, the name of the screen element changes to the selected colors. Be sure you do not use the same color for both the text and the background, or the text will seem to disappear.
-------------------	--

OK	Changes the colors in the current outline, but does not save these changes for the next session. This option lets you preview the colors on the screen without making a permanent change. If you don't like what you see, you can choose one of three color sets to restore the original colors.
-----------	--

Save User Color Set	Saves the color settings as the User Color Set. GrandView will use these new settings every time you choose User Color Set from the Colors submenu.
----------------------------	---

Cancel	Cancels the command and closes the dialog box. GrandView will not change the color settings.
---------------	--

To customize screen colors:

1. Choose Customize Colors from the Setup menu's Colors submenu.
2. Use the and keys to select the screen element that you want to change.
3. Press . The flashing cursor moves to the right side of the dialog box.
4. Press and to select the text color for the screen element that you have selected. The selected screen element on the left will reflect your changes.
5. Press and to select the background color for the text.
6. If you want to change the colors for other kinds of text, press again to select the kind of text.
7. When you have finished selecting colors, choose one of three buttons:
 - To use the selected colors without saving them as the User Color Set, choose OK.
 - To create a User Color Set with the settings, choose Save User Color Set.
 - To exit from the Customize Colors dialog box without changing the colors, choose Cancel.

FOR MORE INFORMATION ON

The GrandView Install program

SEE ALSO

Installing GrandView

COLUMN ASSIGN

CATEGORIES MENU



The Column Assign command allows you to enter and edit category assignments in the columns displayed when you use the View menu's Turn Columns On/Off command.

When you choose the Column Assign command, GrandView moves the cursor to the first column to the right of the current headline. At the bottom of the screen, GrandView displays the category name and any assignments that have been made to that category for the selected headline. This area is called the edit line. The edit line is particularly convenient when the category assignment(s) exceeds the width of the column in which it is displayed. While the text is truncated in the column, all of it appears in the edit line:

File Edit Window View Reorganize Outline Layout Categories Setup					
C:\GUN\TODOLIST					
Outline		Date	Priority	Person	
-	A. Make travel arrangements for Vacation	7-24-90	Done	Cathy	
-	B. Call insurance agent re: earthquake insurance	7-18-90	Done	Sarah	
-	C. Call Susie's teacher re: conference	8-2-90	High	Sarah	
-	D. Pick up dry cleaning	8-2-90	Low	Sarah	
-	E. Project Sales for 91	8-2-90	High	Sarah	
-	F. Attend design review	8-3-90	High	Sarah, Joh	
-	G. Call David re: sales conference	8-3-90	Medium	David	
-	H. Division Staff Meeting	8-3-90	Low	Sarah	
-	I. Review Plan 91	8-3-90	High	Sarah, Dav	
-	J. Send Elaine project plan	8-3-90	Medium	Cathy, Ela	
-	K. Complete 1991 Budget	8-6-90	High	Sarah	
-	L. Make appointment for car service	8-6-90	Low	Sarah	
-	M. Meet with documentation team	8-8-90	High	Sarah, Dav	
-	N. Review manufacturing schedule	8-8-90	Medium	David	
-	O. Start work on Marketing Meeting	8-9-90	Low	Sarah	
-	P. Make travel arrangements for	8-15-90	Medium	Cathy	
Person: Sarah, David, John					
Type Assignment: F2 to Edit Assignment: F1 for Help; Esc to Exit Columns 266k					

Outline with columns and edit line displayed

To navigate through the columns, use the arrow keys. To move the cursor by outline level, you can use the same keys that you use to move the cursor in the outline, as shown in the following table.

TO MOVE	PRESS
Down one headline, same level	Alt ↓
Up one headline, same level	Alt ↑
End of suboutline (down multiple levels)	Alt End
Beginning of suboutline (to parent headlines one level up)	Alt Home
First headline in same level	Alt PgDn
Last headline in same level	Alt PgUp
End of outline	Ctrl End
Beginning of outline	Ctrl Home

As you move the cursor through the column area, the information in the edit line will change to reflect the category assignments for the column and headline that the cursor is in.

Once the cursor is in the column area, you can edit the category assignments in much the same way that you would edit a spreadsheet.

To edit an assignment in a column:

1. Select the headline with the category assignment that you want to edit.
2. Choose the Column Assign command from the Categories menu to move the cursor to the column area, or press **Ctrl** **↔**.
3. Use the arrow keys to select the assignment that you want to edit.
4. Press **F2** to access the edit line.

5. You can add an assignment to the existing assignment(s), or you can change the existing assignment.
 - To change the existing assignment, use the arrow keys to move the cursor in the edit line, make the necessary changes, and press **↵**. GrandView returns you to the column area.
 - To add an assignment, you must separate the assignments with a comma. For example, you can assign both *Mary* and *John* to the same headline by typing
 Mary, John **↵**
 GrandView returns you to the column area.
6. To move the cursor back to the headline area, press **Esc**.




To enter a new assignment in a category column:

1. Select the headline that you want to assign to a particular category.
2. Choose the Column Assign command from the Categories menu to move the cursor to the column area, or press **Ctrl** **↵**.
3. Use the arrow keys to select the appropriate column.
4. Enter the new assignment in one of two ways:
 - Type the assignment text, and press **↵**, OR
 - Press the **F6** key to display a list of assignments that already have been made to the category. Type as much text as is necessary for a unique match, and press **↵**. GrandView automatically enters in the column the assignment you have chosen.

NOTE: *When the cursor is in a date column and you press **F6**, GrandView displays the current month's calendar. Use the arrow keys (or the mouse) to select a date from the calendar. To move forward through the calendar, press **PgDn**. To move backwards through the calendar, press **PgUp**.*

5. Use the arrow keys to select another column. When you have finished entering assignments in the column area, press **Esc**. GrandView will return you to the outline area.

To add an assignment in a category column:


1. Select the headline whose category assignment you want to change.
2. Choose the Column Assign command from the Categories menu to move the cursor to the column area, or press **Ctl** .
3. Use the arrow keys to select the appropriate column.
4. Press the **F6** key to bring up the assignment list for the selected category.
 - To add an existing assignment (one that is on the assignment list), type as much text as is necessary for a unique match, and press . GrandView adds the new assignment to the others displayed in the column. When you use this method to add assignments, GrandView automatically inserts commas between the assignments.
 - To add a new assignment (one that is not on the list), type the assignment, and press .



NOTE: When you make multiple assignments in the column area, there may not be enough room in the column to display all of the assignments. For display purposes only, GrandView truncates the assignments to fit into the column. All of the assignments, however, are displayed in the edit line.

5. Press **Esc** to return to the headline area.

To delete an assignment in a category column:

1. Select the headline whose category assignment you want to change.
2. Choose the Column Assign command from the Categories menu to move the cursor to the column area, or press **Ctl** .

- 3. Use the arrow keys to select the appropriate column.
- 4. Press **Del**. GrandView deletes the assignment(s).
- 5. Press **Esc** to return to the headline area.

To replace an assignment in a category column:

- 1. Select the headline whose category assignment you want to change.
- 2. Choose the Column Assign command from the Categories menu to move the cursor to the column area, or press **Cm** **↔**.
- 3. Use the arrow keys to select the appropriate column.
- 4. Type the assignment text, and press **↵**.

As soon as you have begun typing, GrandView erases the current assignment from the edit line and enters the assignment you are typing. When you press **↵**, GrandView will display the new assignment in the category column.

NOTE: When you want to **replace** an assignment, you cannot use the assignment list to select the new assignment. When you select assignments from the assignment list, GrandView **adds** them to the existing assignment(s).

- 5. Press **Esc** to return to the headline area.

FOR MORE INFORMATION ON	SEE ALSO
Displaying category assignments in columns	<i>Turn Column Display On/Off</i>
Creating column layouts	<i>Column Options</i>

COLUMN OPTIONS

VIEW MENU

With the commands on GrandView's Column Options submenu, you can select, create, and save custom column arrangements. For example, you might create one layout that has columns for Date, Priority, and Person categories and another layout that has columns for Client, Project, and Status categories. You can use the first layout when you are delegating tasks to your staff, and the second layout when you are writing status reports for your clients.

Once you have created a column layout, it is available in all outlines. If you select a layout from another outline that uses categories that the current outline does not have, GrandView will automatically create the categories for you.

The Column Options submenu has three commands:

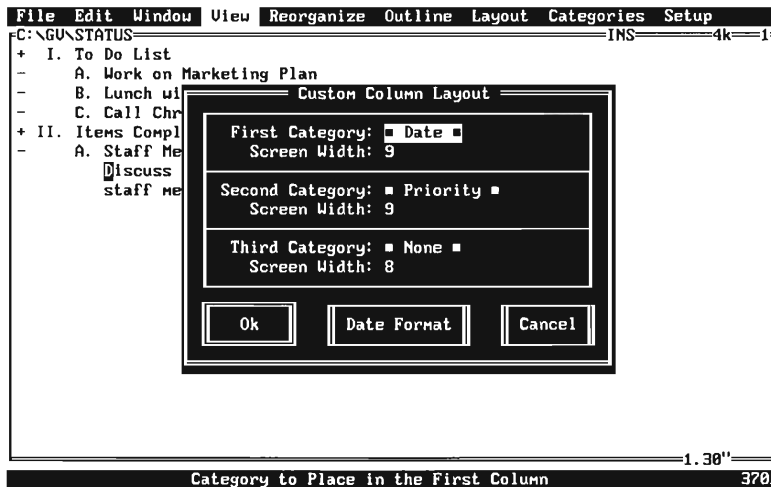
<i>Get Column Layout</i>	Allows you to choose another layout that has already been saved, or delete an existing layout.
<i>Save as Named Layout</i>	Allows you to create and save a new column layout for future use.
<i>Customize Current Columns</i>	<p>Allows you to change the current layout or create a new layout. You can also use the Customize Current Columns option to change the format used for the dates displayed in columns.</p> <div><div>NOTE:</div><div><i>The date format that you specify for column layouts is stored separately from the date format used for date stamps and automatic headers and footers. Date formats are specific to the column layout in which they are set; you can create layouts with different date formats.</i></div></div>

To choose an existing column layout:

1. From the View menu, select the Column Options submenu.
2. Choose the Get Column Layout command, and press **↵**. GrandView displays the Column Layouts dialog box.
3. Use the **↑** and **↓** keys to select the layout that you want to use, and press **↵**. GrandView returns you to the outline and displays category assignments in the column layout that you have selected.

To create a new layout:

1. From the View menu, select the Column Options submenu, and select the Customize Current Layout command. GrandView displays the Custom Column Layout dialog box.



*Custom
Column Layout
dialog box*

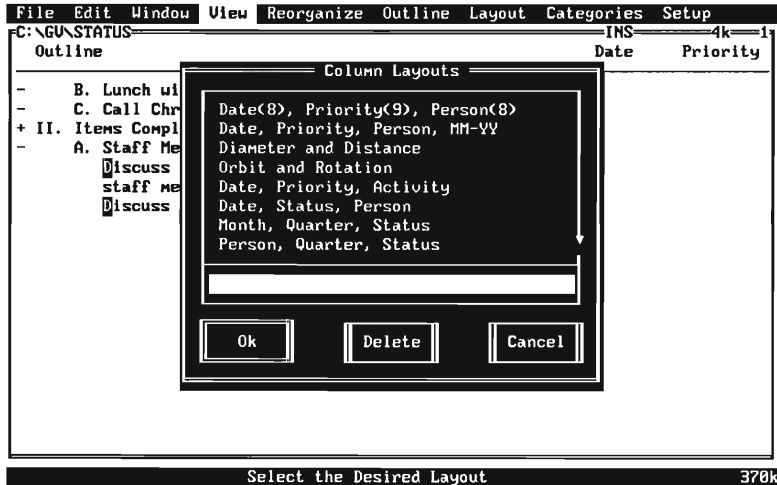
2. Choose a category and a column width for one, two, or three columns.
 - To select a category, use the arrow keys to select the first, second, or third category field. Press **Spacebar** to display the categories that exist for your outline. Use the arrow keys to choose a category.
 - To change the column width, type a number in the Screen Width field.

After you have finished specifying the categories and screen widths, press **↵**. GrandView displays the columns you specified.

To name and save a column layout:

1. From the View menu, select the Column Options submenu.
2. Select the Save as Named Layout command, and press **↵**. GrandView displays the Column Layouts dialog box.





The Column Layouts dialog box










3. Enter a name for the column layout and press **↵**. GrandView will save the current column layout with the name you specified.

To delete an existing column layout:

1. From the View menu, select the Column Options submenu.
2. Select the Save as Named Layout command, and press **↵**. GrandView displays the Column Layouts dialog box.

3. Use the  and  keys to select the layout that you want to delete.
4. Press  until the Delete button is selected, and press . GrandView deletes the column layout and returns you to the outline.

To modify the current column layout:

1. From the View menu, select the Column Options submenu..
2. Select the Customize Current Layout command, and press . GrandView displays the Custom Column Layout dialog box.
3. Use the arrow keys to select the category that you want to change.
4. Press  to display the categories that exist for your outline.
5. Use the arrow keys to select the category that you want to use in a column, and press .
6. To change the width of a column, use the arrow keys to select the width setting that you want to change, and type in a new width.
7. To change the date format, use the  key to select the Date Format button, and press . Fill in the Date Format dialog box, and press . GrandView returns you to the Customize Layout dialog box.
8. When you have finished selecting the categories, widths, and date formats for the column layout, press . GrandView returns you to the outline.

GRANDVIEW

FOR MORE INFORMATION ON	SEE ALSO
Displaying columns	<i>Turn Column Display On/Off</i>
Making assignments in columns	<i>Column Assign</i>

COMMAND LINE PARAMETERS

As soon as you have used the Installation program to install GrandView on your computer system, you are ready to begin using GrandView. This table lists parameters you can add at the command line as you begin. You can enter more than one parameter as long as you separate each parameter by one space.

PARAMETER	FUNCTION
/B	Forces black and white screen.
/D	Makes the mouse attached to the computer inactive.
/I	Skips Autoexec macro.
/K	Uses plain, non-enhanced keyboard driver. This option disables all of GrandView's extended keystrokes (such as Alt ↑ , Alt ↓ , Alt → , Alt ← , Alt Del , etc.) and <i>all</i> special keyboard handling.
/K1	Disables some of GrandView's extended keys. Use this parameter if GrandView does not accept any keyboard input, requiring you to reboot your computer, or if some memory resident programs don't work in GrandView.
/K2	Disables all of GrandView's extended keystrokes, but allows you to use the extra function keys F11 and F12 if you wish and if your keyboard has them. Use this command parameter only if GrandView is accepting some, but not all, keyboard input.

PARAMETER	FUNCTION
/K3	Disables the use of the shift-cursor keys in GrandView, but allows access to the other extended keys. Use this parameter if you have a third-party keyboard with a separate numeric keypad and cursor movement keys and you are experiencing keyboard difficulties.
/L	Loads the last saved window setup.
/Pxxx	Send printer initialization code to printer before printing. Check your printer manual for the appropriate code to substitute for xxx. Use this parameter when you can't print in GrandView but you can print from other programs.
/S	Uses fast video without snow protection. (Needed on CGA monitors only.)
/T	Disables network support.
/V	Displays 43/50 lines per screen (supported only on EGA and VGA monitors).
/X	Skips saved start-up directory and uses current directory instead.
/W	Disables GrandView's command's Alt [←] and Alt [Spacebar] for compatibility with Microsoft Windows™.
/F = filename	Uses a macro file other than GV.MAC. The filename used with this parameter must be a filename only (including extension), without a path or drive.
/Z=macroname	Executes specified macro upon opening GrandView.

PARAMETER	FUNCTION
filename	Opens the outline whose filename you specify. You can enter up to nine filenames, separated by spaces. GrandView opens the outlines in the order you indicate; the last outline opened is the current outline.
“window setup name”	Opens the outlines the way they were arranged when you saved them as a window setup. The name must be in quotation marks.

To start GrandView with a command line parameter:

When you start GrandView, you can enter more than one parameter at the command line, as long as you separate each parameter by one space.

For example, suppose you want to open two outlines, one named MKTGPLAN and one named SCHEDULE. At the DOS prompt, type

```
C> GV MKTGPLAN SCHEDULE ↵
```

Or, if you have several outlines on marketing issues, and you have saved the window setup as MKTG, you can quickly open these outlines. At the DOS prompt, type

```
C> GV "MKTG" ↵
```

Or, you may want to display the outlines as they were arranged before you quit the last session. At the DOS prompt, on a black and white screen, type

```
GV/L/B ↵
```

Using Command Line Parameters with GVLOAD

You can use GVLOAD with GrandView's command line parameters in the same way that you use them with GrandView. For example, if you want to disable mouse support in GrandView while using GVLOAD, at the DOS prompt type:

```
C> GVLOAD /D 
```

In addition to the regular GrandView command line parameters, there are a number of command line parameters specific to the GVLOAD program. These parameters all begin with /R. The following table summarizes the GVLOAD command line parameters. For a more detailed description of these special parameters, see the section *Using GrandView as a Memory Resident Application*, earlier in this book.

PARAMETER	FUNCTION
/RE	Uses EMS memory for swapping.
/RD	Uses the hard disk for swapping.
/RU	Unloads GrandView from memory.
/RT	Allow type-ahead during disk swapping.
/R?	Lists GVLOAD command line parameters.
/RC1	Permits proper operation of multi-line syns when the CED or PCED TSR is loaded.
/RSx:\pathname	Specifies the hard disk drive and /or directory to use for swapping.

FOR MORE INFORMATION ON	SEE ALSO
GVLOAD	<i>Using GrandView as a Memory Resident Application</i>
Opening files	<i>Open Opening Menu</i>
Opening a saved window setup	<i>Save Setup Opening Menu</i>
Printing	<i>Print</i>
Selecting screen display options	<i>Preferences Colors</i>
Specifying the start-up directory	<i>Preferences</i>
Using a mouse	<i>Appendix C, Using a Mouse with GrandView</i>
Using macros	<i>Macros</i>

COPY

EDIT MENU



The Copy command copies headlines, text, and associated formatting instructions from the current outline and places the information in a temporary storage area called the *Clipboard*. You can copy information from the Clipboard back to an outline by using the Paste command.

The Copy command makes it easy to copy information that you want to insert into another part of the current outline or into a different outline. The information stays on the Clipboard while you decide exactly where you want to insert it.

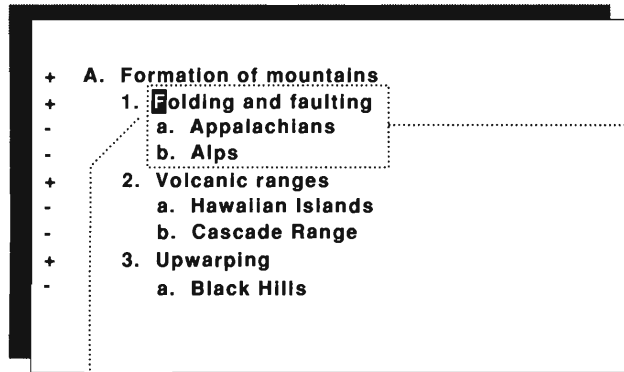


The Copy command is similar to the Cut command. Copy makes a copy of the selected information without removing it from the outline. Cut removes the selected information.

You can use the Copy command in two ways:

- You can copy the current headline and its subheadlines to the Clipboard.
- You can copy a block of text or a block of headlines to the Clipboard by selecting a block with the Mark Text command.

Look at the example in the following figure. If you choose Copy when the current headline is *Folding and faulting*, GrandView copies this headline and the subheadlines *Appalachians* and *Alps*.

Copying headlines and suboutlines

This entire suboutline will be copied to the Clipboard if you select the headline "Folding and faulting."

CURSOR POSITION

After you have copied text or a suboutline onto the Clipboard, you can use the Paste Clipboard command to place the information into another part of the same outline or into a different outline. A copy of the text or the suboutline remains on the Clipboard until the next time you use the Copy or Cut command. Thus, the Clipboard stores only the information you last copied or cut. You cannot edit the contents of the Clipboard.

If you want to view the contents of the Clipboard, use the View Clipboard command on the Edit menu.

To copy the current headline and its subheadlines:

1. Select the headline that you want to copy by positioning the cursor anywhere in the headline or in a document attached to the headline.
2. Choose Copy from the Edit menu, or press **Alt** **C** .
3. Use the Paste command to insert a copy of the headline and subheadlines into a new position in the outline.

To copy a block of text or headlines:

- 1. Position the cursor on the first character that you want to copy.
- 2. Choose Mark Text from the Edit menu, or press **F6**.
- 3. Use the arrow keys to highlight the text or the headlines that you want to copy.
- 4. Choose Copy from the Edit menu, or press **Alt** **C**.
- 5. Use the Paste command to insert a copy of the text or the headlines into a new position in the outline.

FOR MORE INFORMATION ON	SEE ALSO
Clipboard	<i>Clipboard</i>
Copying headlines to non-GrandView documents	<i>Export</i>
Copying headlines by marking and gathering	<i>Mark Gather</i>
Displaying the contents of the Clipboard	<i>View Clipboard</i>
Moving headlines	<i>Cut Paste Move</i>
Pasting information stored on the Clipboard	<i>Paste</i>
Selecting a block of headlines	<i>Mark Text</i>

CREATE CATEGORY

CATEGORIES MENU

GrandView's category function lets you reorganize your outline by any topic you choose. When you create a new outline, it has two built-in categories: Date and Priority. The Create Category command lets you create additional categories for the current outline. The category should represent a broad subject area of organization for your outline; it does not have to include text from any of the headlines. You can use any text in the category name as long as it is unique for the current outline. You can create up to twenty categories for a particular outline; they apply only to the current outline.

Before you create categories, you will want to consider the different ways the information in your outline can be organized. These are some sample categories that can be created with the Create Category command:

- Person
- Project
- Activity
- Sales Region
- Costs

After you have created categories for your outline, you can select headlines and assign these headlines to the appropriate categories. GrandView lets you choose from four ways to do this:

- The Manual Assign command lets you select each headline in your outline in turn, and assign it to one or more categories.
- The Quick Assign command lets you make an assignment for the current headline out of the word that the cursor is on, or from text that you select with the Mark Text command.
- The Column Assign command lets you make category assignments in spreadsheet-like columns to the right of the headline.
- The Auto Assign commands let you tell GrandView to automatically make assignments as you write your outline.

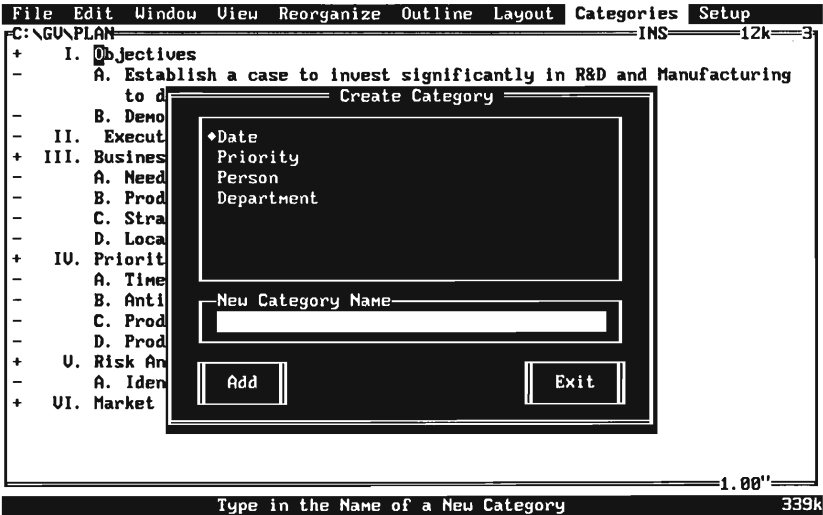
After you have created categories and have made assignments for selected headlines, you can view your outline from several different perspectives:

- With Category View you can view all the headlines that share the same category and assignment. For example, if you have a Person category with assignments for *David*, *Lori*, and *Jason*, you can use Category View to look at the headlines assigned just to *David*, or to *Lori*, or to *Jason*.
- With Calendar View you can view your outline by dates. For example, if you assign dates to the headlines in your outline, you can use Calendar View to see all the headlines assigned to the key dates you are tracking.
- With Columns you can view multiple category assignments. For example, if you have a project outline, you can display the outline with columns to the right of it for Date, Priority, and Person. Each headline's assignments are displayed in the appropriate column.

The categories and assignments that you create apply to only the current outline. However, if you use the Cut or Copy commands to copy information from one outline, and then place it in another outline with the Paste command, GrandView displays a prompt that asks you if you want to create the categories that do not exist in the second outline.

When you choose Create Category, GrandView displays the following dialog box :







The Create Category dialog box




Categories	Lists the two built-in categories and the categories that you have created for the current outline.
Date	<p>Organizes the headlines by the dates that you have assigned to them. You must use this format when entering a date into a headline: MM/DD/YY.</p> <p>When you choose Calendar View, GrandView displays all the headlines assigned to the date that you have selected from the calendar. You can also use Category View to look at date assignments. When you select the Date category in Category View, GrandView displays the dates that you have entered as assignments. When you select a date from the list, GrandView lists the headlines associated with that date at the bottom of the screen.</p>
Priority	<p>Organizes the headlines by importance. This category has six built-in levels of priority or assignments: <i>Urgent</i>, <i>High</i>, <i>Medium</i>, <i>Low</i>, <i>Done</i>, and <i>None</i>.</p> <p>When you choose Category View, and you select the Priority category, GrandView lists the six built-in assignments. When you select a level of priority—Done, for example—GrandView lists the headlines that contain completed tasks at the bottom of the screen.</p>
New Category Name	Provides a field in which you can enter a name for a category.
Add	Adds the name of the category that you have created to the list of categories for the current outline.
Exit	Saves the categories that you have added with the current outline and closes the dialog box.


To add a category to the current outline:

1. Choose Create Category from the Categories menu.
GrandView displays the Create New Categories dialog box that lists all the categories for the current outline.

2. Type a name for a new category, and choose Add, or press .
- You can enter any text up to fifty-nine characters long. The name must be unique for the current outline. To scroll through the list of existing category names, press   to move the cursor to the list, and then press  or . To enter a new category name, press  to move the cursor to the New Category Name field.

GrandView automatically adds the name that you have typed to the Categories list.

 **NOTE:** When you have added a category to the list, that category can no longer be edited. If you want to change the category name, you must use the Rename Category command. To delete a category, you must use the Delete Category command.

3. To create another category, repeat Step 2. You can create up to twenty categories for each outline.
4. To save the categories with the outline and close the dialog box, choose Exit, or press .

FOR MORE INFORMATION ON	SEE ALSO
Changing assignments	<i>Manual Assign</i> <i>Quick Assign</i> <i>Column Assign</i> <i>Auto Assign</i>
Changing categories	<i>Rename Category</i>
Deleting categories	<i>Delete Category</i>
Listing outline information by categories and assignments	<i>Category View</i> <i>Calendar View</i> <i>Turn Columns On/Off</i>
Making assignments automatically	<i>Auto Assign</i>

EDIT MENU

Alt X

The Cut command removes headlines and text from the current outline and places the information in a temporary storage area called the *Clipboard*. You can move information from the Clipboard back to an outline by using the Paste command.

The Cut command makes it easy to move information to another part of the current outline or into a different outline. The information stays on the Clipboard while you decide exactly where you want to insert it.

NOTE: *The Cut command is similar to the Copy command. Cut removes the selected information. Copy makes a copy of the selected information without removing it from the outline.*

You can use the Cut command in two ways:

- You can move the current headline and its subheadlines to the Clipboard.
- You can move a block of text or a block of headlines to the Clipboard by selecting a block with the Mark Text command.

Look at the example in the figure below. If you choose Cut when the current headline is *Folding and faulting*, GrandView moves this headline to the Clipboard, along with the subheadlines *Appalachians* and *Alps*.

*Before and After
the Cut command
is used on a
suboutline*

BEFORE...

- + A. Formation of mountains
- + 1. Folding and faulting
 - a. Appalachians
 - b. Alps
- + 2. Volcanic ranges
 - a. Hawaiian Islands
 - b. Cascade Range
- + 3. Upwarping
 - a. Black Hills

CURSOR POSITION

AFTER

- + A. Formation of mountains
- + 1. Volcanic ranges
 - a. Hawaiian Islands
 - b. Cascade Range
- + 2. Upwarping
 - a. Black Hills

After you have cut text or a suboutline onto the Clipboard, you can use the Paste command to move the information to another part of the same outline or to a different outline. A copy of the text or suboutline remains on the Clipboard until you quit GrandView or until you use the Cut or Copy command again. Thus, the Clipboard stores only the information that you last cut or copied. You cannot edit the contents of the Clipboard. If you want to view the contents of the Clipboard, use the View Clipboard command on the Edit menu.

To move the current headline and its subheadlines:

1. Select the headline that you want to move by positioning the cursor in the headline or in a document attached to the headline.
2. Choose Cut from the Edit menu, or press **Alt** **X**.
3. Use the Paste command to insert the headline and its subheadlines into a new position in the outline.

To move a block of text or headlines:

- 1. Position the cursor on the first character that you want to move.
- 2. Choose Mark Text from the Edit menu, or press **F6**.
- 3. Use the arrow keys to highlight the text or the headlines that you want to move.
- 4. Choose Cut from the Edit menu, or press **Alt X**.
- 5. Use the Paste command to insert the text or the headlines to a new position in the outline.

FOR MORE INFORMATION ON	SEE ALSO
Clipboard	<i>Clipboard</i>
Copying headlines	<i>Copy</i> <i>Paste</i>
Deleting a block of text without updating the clipboard	<i>Delete</i>
Deleting a suboutline without updating the clipboard	<i>Delete</i>
Displaying the contents of the clipboard	<i>View Clipboard</i>
Moving headlines by marking and gathering	<i>Mark</i> <i>Gather</i>
Moving headlines to non-GrandView documents	<i>Export</i>
Pasting information stored on the clipboard	<i>Paste command</i>
Selecting a block of headlines	<i>Mark Text command</i>

DATE FORMAT

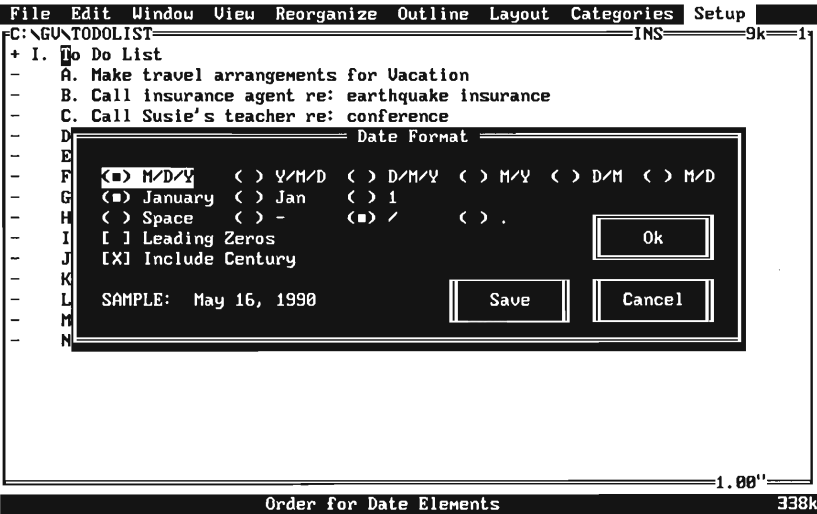
SETUP MENU

The Date Format command lets you control the way that GrandView displays dates. The Date Format command affects:

- dates created with one of the Date Stamp commands
- dates included in automatic headers and footers

NOTE: *The date format that you select with the Date Format command is different from the date format that you select when you create a custom column layout.*

The Date Format dialog box



Date order	<p>indicates the order of the parts of the date.</p> <ul style="list-style-type: none">• M/D/Y displays dates as month/day/year.• Y/M/D displays dates as year/month/day.• D/M/Y displays dates as day/month/year.• M/Y displays dates as month/year.• D/M displays dates as day/month.• M/D displays dates as month/day.
Month	<p>Indicates how months are displayed. Let's suppose that you want to display the month of January:</p> <ul style="list-style-type: none">• <i>January</i> indicates that you want <i>January</i> to be spelled out. This setting always displays the date as month/day/year and displays the year with four digits. Dates appear as January 3, 1990, for example. (This setting overrides the date order that you have specified.)• <i>Jan</i> indicates that you want <i>January</i> to be abbreviated.• <i>1</i> indicates that you want a numeral to be used for <i>January</i>.
Separator	<p>Indicates the character that separates the parts of the date.</p> <ul style="list-style-type: none">• <i>Space</i> separates the parts of the date with blank spaces.• <i>-</i> (dash) separates the parts of the date with dashes.• <i>/</i> (slash) separates the parts of the date with slashes.• <i>.</i> (period) separates the parts of the date with periods.
Leading Zeros	<p>Indicates that one-digit days and months will have leading zeros. (Years always have two or four digits.) If this check box is <i>on</i>, January 3, 1990 might look like this: 01/03/90. Leading zeros are useful when you want to sort headlines that begin with a date.</p>
Include Century	<p>Indicates whether the year will have two digits or four. For example, a two-digit year appears as "90," while a four-digit year appears as "1990."</p>
OK	<p>changes the date format for this session, but does not save it for the next session.</p>

Save	Saves the new date format for all future sessions.
Cancel	Cancels the command and closes the dialog box.

To change the date format:

1. Choose Date Format from the Setup menu.
2. Fill in the Date Format dialog box.
3. Choose one of three buttons:
 - To change the date format for this session, but not for future sessions, choose OK.
 - To save the new date format for future sessions, choose Save.
 - To cancel your changes, choose Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Changing the time format	<i>Time Format</i>
Inserting a date stamp into an outline	<i>Date Stamp</i>
Inserting a time stamp into an outline	<i>Stamp</i>
Using automatic headers and footers	<i>Headers/Footers</i>
Creating custom column layouts	<i>Column Options</i>

DELETE

EDIT MENU

The Delete command is a submenu with seven commands for deleting text and headlines:

<i>Word Left</i>	Deletes the word to the left of the cursor. If the cursor is in the middle of a word, Word Left deletes the current word. The keyboard command for the Word Left command is Ctrl Backspace .
<i>Word Right</i>	Deletes the text from the cursor to the next word. The keyboard command for the Word Right command is Ctrl T .
<i>Line</i>	Deletes the current line. The keyboard command for Line is Ctrl Y .
<i>To End of Line</i>	Deletes the text from the cursor to the end of the line. The keyboard command for To End of Line is Ctrl J .
<i>To Beginning of Line</i>	Deletes the text from the cursor to the beginning of the line. The keyboard command for the To Beginning of Line command is Ctrl I .
<i>Marked Text</i>	Deletes text selected with the Edit menu's Mark Text command. The keyboard command for the Marked Text command is Del .
<i>Headline/Suboutline</i>	Deletes the current headline and its suboutline. The keyboard command for the Headline/Suboutline command is Alt Del .

In addition to the keyboard commands listed previously, several of the commands on the Delete submenu also use WordStar commands. The following table lists both the GrandView keyboard commands and the WordStar keyboard commands for the commands on the Delete submenu:-

DELETE SUBMENU COMMAND	GRANDVIEW KEYBOARD COMMAND	WORDSTAR KEYBOARD COMMAND
Word Left	Ctrl Backspace	
Word Right	Ctrl T	Ctrl T
Line	Ctrl Y	Ctrl Y
To End of Line	Ctrl J	Ctrl Q Y
To Beginning of Line	Ctrl I	Ctrl Q Del
Marked Text	Del	Ctrl K Y
Headline/Suboutline	Alt Del	

Deleting Words and Lines of Text

The first five commands on the Delete submenu delete text relative to the position of the cursor. To use the Word Left, Word Right, Line, To End of Line, and To Beginning of Line commands, place the cursor in the word or line that you want to delete. You do not need to select text with the Mark Text command.

The amount of text deleted when you use one of these commands depends on the cursor location. The following table describes the result of each command when the cursor is in different locations.

<i>COMMAND</i>	<i>CURSOR LOCATION</i>	<i>RESULT</i>
Word Left	First letter of word	Deletes previous word
	Last letter of word	Deletes current word
	Middle of word	Deletes current word
	Space between words	Deletes previous word
Word Right	First letter of word	Deletes current word
	Last letter of word	Deletes last letter of current word, punctuation between words (if any), and space before next word
	Middle of word	Deletes last letter of current word, punctuation between words (if any), and space before next word
	Space between words	Deletes next word
Line	Beginning of line	Deletes entire line
	End of line	Deletes entire line
	Middle of line	Deletes entire line
To End of Line	Beginning of line	Deletes entire line
	End of line	Deletes cursor character
	Middle of line	Deletes text from cursor to end of line

COMMAND	CURSOR LOCATION	RESULT
To Beginning of Line	Beginning of line	Deletes cursor character
	End of line	Deletes entire line
	Middle of line	Deletes all text from beginning of line up to and including cursor character

NOTE: *When you use the Line, To End of Line, and To Beginning of Line commands, GrandView deletes only the text. Headlines are not deleted. For example, if you have a headline that is one line long, and you choose the Line command, GrandView will delete all the text that the headline contains, but not the headline or the suboutline.*

To delete a word of text:

- Choose Word Left to delete the word to the left of the cursor.
- Choose Word Right to delete the word to the right of the cursor.

To delete a line of text:

1. Place the cursor in the line of text that you want to delete.
2. Choose one of the following commands from the Edit menu's Delete submenu:
 - Choose Line to delete the entire line.
 - Choose To End of Line to delete the text from the cursor to the end of the line.
 - Choose To Beginning of Line to delete the text from the beginning of the line to the cursor.

Deleting Blocks of Text

The Delete submenu's Marked Text command deletes all the text that you have selected using the Edit menu's Mark Text command.

The Marked Text command deletes only what you have selected. If you have selected part of a headline, Marked Text deletes part of a headline. If you have selected an entire suboutline, Marked Text deletes the entire suboutline.

NOTE: *The Delete submenu's Marked Text command is different from the Edit menu's Cut command in that it does not place a copy of the deleted text onto the Clipboard.*



CAUTION



You cannot undo a deletion performed with the Marked Text command. Once you have deleted a block, you cannot retrieve it again.

To delete a block of headlines or text:

1. Position the cursor on the first character that you want to delete.
2. Choose Mark Text command from the Edit menu, or press **[F6]**.
3. Move the cursor to the last character that you want to delete.
4. Choose Marked Text command from the Edit menu's Delete submenu, or press **[Del]**.

Deleting Headlines and Suboutlines

The Headline/Sub-outline command erases the current headline and its subordinate headlines and documents.



You cannot delete a single Level 1 headline. In other words, you cannot delete a headline at the top level in an outline in which there are no other headlines at that level. Such a headline is a parent headline to the entire outline, so if you deleted it there would be no outline left.

In the following figure, if you choose Headline/Suboutline when the current headline is *Before the earthquake*, GrandView deletes the entire suboutline.

**Deleting
headlines and
suboutlines**

BEFORE...

- + A. Earthquake Preparedness
- + 1. Before the earthquake
- a. Earthquake survival kit
 - 1) first aid kit
 - 2) food and water
 - 3) flashlight & batteries
 - 4) transistor radio
- b. Know how to turn off gas
- c. Get first aid training
- 2. During the earthquake
- 3. After the earthquake
- 4. Tidal waves

CURSOR POSITION

AFTER

- + A. Earthquake Preparedness
- 1. During the earthquake
- 2. After the earthquake
- 3. Tidal waves

If you change your mind after you have deleted a suboutline, you can use the Undo Last Delete command to insert the most recently deleted suboutline at the cursor position. If you save the outline, you can undo a delete even after you have quit GrandView, turned off the computer, and restarted GrandView.



Usually, GrandView does not ask you to confirm a deletion performed with the Headline/Suboutline command before it deletes headlines. However, if you use the Preferences command to turn on the option Prompt Before Deleting Multiple Headlines, GrandView displays a dialog box before it deletes more than one headline. The dialog box identifies how many headlines will be deleted and asks if you really want to proceed.

Yes Deletes the current headline and its suboutline.

No Does not delete any of the headlines.

Cancel Cancels the command and closes the dialog box.

To delete a suboutline:

1. Select the headline that you want to delete.
2. Choose Headline/Suboutline from the Edit menu's Delete submenu, or press **Alt** **Del**.

FOR MORE INFORMATION ON	SEE ALSO
Deleting and placing text on the Clipboard	<i>Cut</i>
Restoring a deleted headline or suboutline	<i>Undo Last Delete</i>
Selecting a block of text	<i>Mark Text</i>

DELETE CATEGORY

CATEGORIES MENU

The Delete Category command is a submenu that lists all the categories you have created. To delete a category, you must first choose from the Delete Category submenu the category that you want to delete. (The two built-in categories, *Date* and *Priority*, are not listed on the submenu because you cannot delete them.)

After you have chosen the category that you want to delete, GrandView displays a prompt asking you for confirmation.

To delete a category:

1. Choose Delete Category from the Categories menu. GrandView displays a submenu that lists all the categories that you have created for the outline.
2. Use the arrow keys to select the category that you want to delete, or press the letter to the left of the category. (To choose the first category listed, press **[A]**; to choose the second, press **[B]**, etc.). GrandView asks you to confirm that you really want to delete the category.
3. To delete the selected category, choose Yes. Otherwise, choose No or Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Changing assignments	<i>Manual Assign</i> <i>Column Assign</i> <i>Quick Assign</i> <i>Auto Assign</i>
Changing the name of a category	<i>Rename Category</i>
Creating categories	<i>Create Category</i>
Listing outline information by categories and assignments	<i>Category View</i> <i>Calendar View</i> <i>Turn Columns On/Off</i>

DELETE FILES

FILE MENU

Delete Files lets you erase any files, including files not created in GrandView, without quitting GrandView and returning to DOS. Use this command to erase obsolete files. When you are saving an outline, and GrandView tells you that your disk is full, you can use the Delete Files command to create additional disk space. Without leaving your outline, you can delete files in any directory you choose.

CAUTION

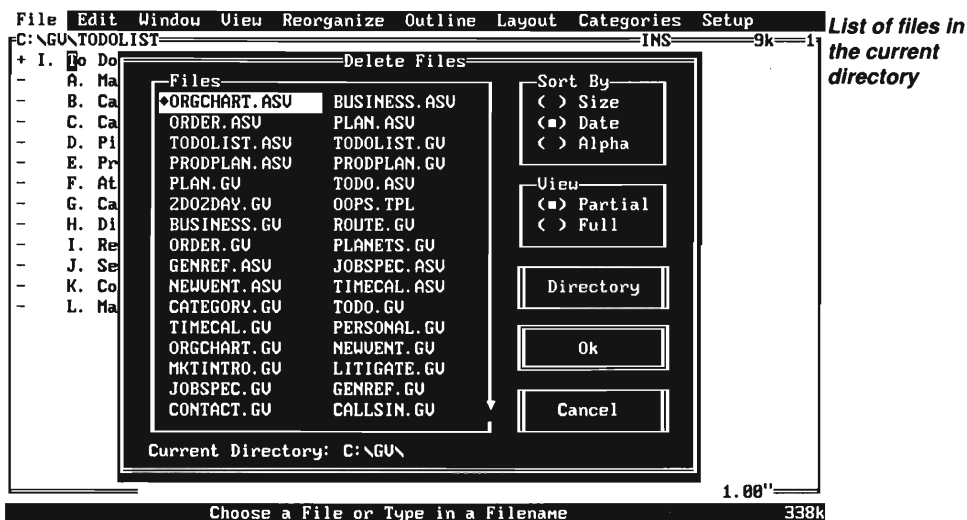


Any files you delete are permanently removed. Be sure that you have a backup copy in case you later change your mind.

When you choose the Delete Files command, GrandView displays a list of all the files, including GrandView outlines, in the current directory.





4

REFERENCE



File Listing	Lists the names of all the files in the current directory.
Sort By	Lists the files by size, date, or alphabetical order. <i>Size</i> lists the files in order of size, starting with the largest files. <i>Date</i> lists the files in the order in which they were last saved, starting with the most recent files. <i>Alpha</i> lists files alphabetically, starting with A.
View	Displays additional information about each file. <i>Partial</i> , the default, displays the name and size of each file. <i>Full</i> displays each file's name, size, and date and time that it was last saved.
Directory	Lists the pathnames of the ten most recently used directories. To list files in a different directory, you can either type the complete pathname, starting with the drive letter, or select a listed directory.
OK	Deletes the file that you have selected.
Cancel	Cancels the command and closes the dialog box.

To delete an existing file, including a GrandView outline:

1. Choose Delete Files from the File menu.
GrandView displays the Delete Files dialog box that lists the names of the existing files in the current directory.
2. Press  or  to select the file that you want to delete, and press .
To list files in a different directory, choose Directory. Select a different directory, or type the pathname of the directory that contains the file that you want. When GrandView lists the files in the directory that you have selected, use the arrow keys to select the file that you want to delete, and press .
After you have selected a file to delete, GrandView displays a dialog box that asks you to confirm the deletion.

3. Delete the file, or cancel the command.
- To delete the file that you have selected, choose Yes.
 - To cancel the command, choose No or Cancel.
- GrandView returns you to the Delete Files dialog box.
4. To delete another file, repeat this procedure.
- To return to where you were in GrandView, choose Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Saving an outline on a different directory or drive	<i>Save As</i>
Saving outlines	<i>Save</i> <i>Save As</i> <i>Save All</i>

DEMOTE REST

REORGANIZE MENU

The Demote Rest command moves several headlines at once. This command takes all headlines that are below, and at the same level as, the selected headline and moves them to the right. (This command does not move the subheadlines of the current headline, however.) As shown below, you *demote* headlines by moving them to the right of the selected headline. Because the Demote Rest command moves many headlines at once, you do not need to use the Move Right command on each one.

BEFORE...

+ A. Earthquake Preparedness

+ 1. Before the earthquake

- a. Know how to turn off gas

- b. Get first aid training

- c. Earthquake survival kit

- d. first aid kit

- e. food and water

- f. flashlight & batteries

- g. transistor radio

- 2. During the earthquake

- 3. After the earthquake

- 4. Tidal waves

CURSOR POSITION

AFTER

+ A. Earthquake Preparedness

+ 1. Before the earthquake

- a. Know how to turn off gas

- b. Get first aid training

+ c. Earthquake survival kit

- 1) first aid kit

- 2) food and water

- 3) flashlight & batteries

- 4) transistor radio

- 2. During the earthquake

- 3. After the earthquake

- 4. Tidal waves

Before and after demoting headlines

To demote headlines:

1. Select the headline above the headlines that you want to demote.
2. Choose the Demote Rest command from the Reorganize menu.

GRANDVIEW

FOR MORE INFORMATION ON	SEE ALSO
Promoting headlines	<i>Promote Subheads</i>
Moving one headline at a time	<i>Move</i>

DIALOG BOXES





To use GrandView, you choose commands from pull-down menus at the top of the screen. Some commands are performed as soon as you have chosen them. For others, GrandView displays a dialog box. Dialog boxes let you select and edit certain options and always let you “undo,” or cancel, the command before GrandView performs it. Dialog boxes can contain one or more of these elements:

- Buttons
- List boxes
- Pop-up menus
- Check boxes
- Radio buttons

This section describes each of the elements that appear in dialog boxes and tells you how to select options for each one.

Moving Through a Dialog Box

You can move through the options in a dialog box in the following ways:

- To move from one option to another in the order in which they appear in the dialog box, press .
- To move in reverse order through a dialog box, press  .
- To move directly to a specific option, press  and the highlighted letter of the option.

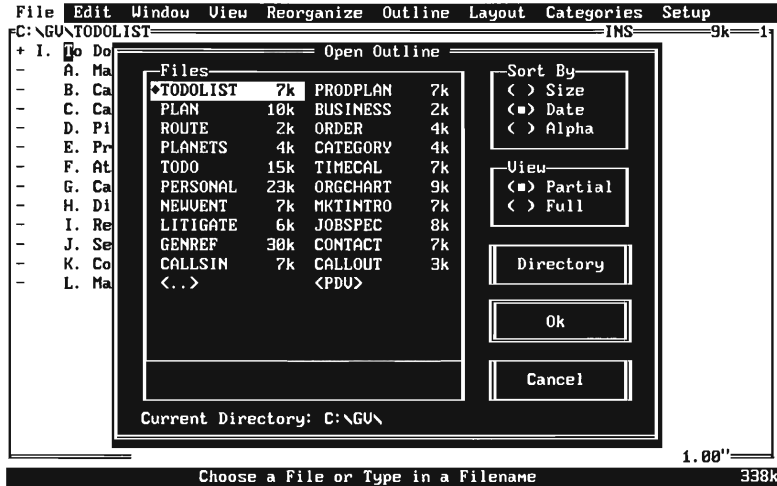
Buttons

All dialog boxes contain buttons. Choosing a button tells GrandView to perform a certain action. Nearly all the dialog boxes contain OK and Cancel buttons.

Every dialog box contains one button that has a double border. This is typically the button that represents the most frequently chosen option. The option is performed automatically when you press **↵**.

For example, when you choose Open from the File menu, this dialog box appears:

The Open dialog box



The dialog box contains three buttons: Directory, OK, and Cancel. Note that a double border surrounds the OK button. This the default. If you have not chosen another button, you can choose OK simply by pressing **↵**.

There are five ways to choose a button:

- Press **↵** to position the cursor on the button that you want, and press **↵** or **Spacebar**.
- Use the arrow keys to position the cursor on the button that you want, and press **↵** or **Spacebar**.
- Press **Alt** and the first letter of the button, and press **↵** or **Spacebar**. For example, you can choose Directory in the Open Outline dialog box by pressing **Alt D** and **↵**.
- Press **Ctrl** and the first letter of the button. For example, you can choose Directory in the Open Outline dialog box by pressing **Ctrl D**.
- When there are no fields in which you can enter text, you can type the first letter of the name of the button.

NOTE: This procedure does not work in the Open Outline dialog box because you can select a file by typing its name.

List Boxes

Some dialog boxes contain list boxes, which list items that you can select. Such items include available outlines, fonts and font sizes, window setups, and printer drivers. For example, the list box in the Open Outline dialog box is called File Listing.

There are two ways to select an item in a list box:

- Use the arrow keys to move the cursor to the item that you want, and press **Enter** to carry out the command. GrandView then closes the dialog box. If you want to select more options in the dialog box, press **Tab** instead of **Enter**. GrandView moves the cursor to the next button. GrandView displays a diamond (◆) to the left of the item that you have selected.

The entire list of items may not fit inside the box. In that case, GrandView displays an arrowhead in the right-hand border of the list box. If the arrow points down, you can scroll down through the list by pressing **PgDn**. If the arrow points up, you can scroll up through the list by pressing **PgUp**. To go to the last item in the list, press **End**; to go to the first item, press **Home**. You can also use the mouse to scroll through list boxes. Place the mouse cursor on the arrow, and hold down the mouse button until the item that you want is displayed.

- Type the name of the item that you want. When you begin typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen. Press **Enter** to carry out the command. GrandView then closes the dialog box.

If you make a mistake, press **Backspace**, and type the correct text. If you change your mind and want to return to the list box, press **Esc** or **↑**. GrandView deletes the text that you typed.

NOTE:

When you use macros, the order of the listed items may change as you add or remove them from the list. Therefore, you should type the name of the item that you want.

Pop-up Menus

Some dialog boxes contain pop-up menus that list a selection of items you can choose from. A pop-up menu is just like a list box, except that it is displayed only when you choose to display it; a list box is always displayed, and cannot be hidden. For example, if you choose the Customize Style command from the Harvard Chart command's Slide Show submenu, GrandView displays a dialog box with a pop-up menu:

The Customize Style dialog box

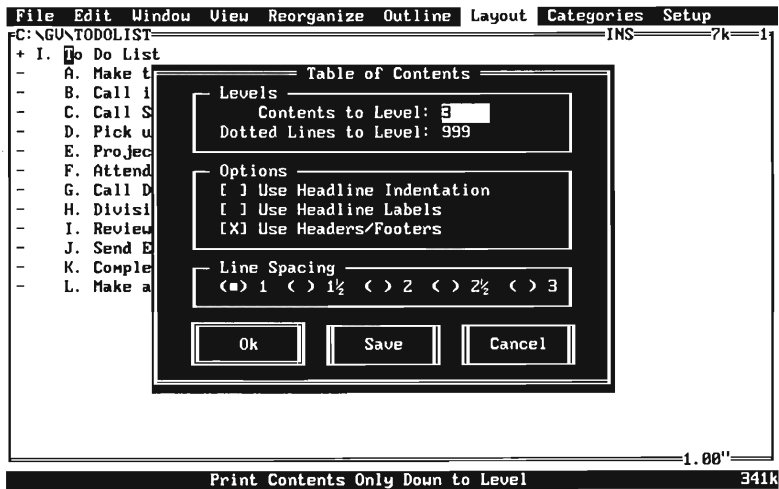


The Customize Style dialog box has a pop-up menu that lets you choose the font to use in the slides that you create with the Harvard Chart command. The current selection on a pop-up menu is displayed with square bullets around it. A pop-up menu is displayed only when you choose an item from the menu. To display a pop-up menu, press **[Spacebar]**. To select an item from a pop-up menu, use the arrow keys to select the item, and press **[↵]**.

Check Boxes

Check boxes are used when an option has only two possible states: On/Off or Yes/No. Check boxes appear to the left of the option. If an option is *ON*, GrandView marks an X in the square brackets [X]. If there is no X in the brackets [], the option is *OFF*. You can select more than one check box in a group.

For example, if you choose Table of Contents from the Print menu, GrandView displays the following dialog box. Note that it contains check boxes, radio buttons, and buttons.



The Table of Contents dialog box

To select an option in a check box, press **[Spacebar]**. This key works like a toggle. GrandView displays an X in the checkbox [X] when it is *ON*.

When you use macros, you select an option in a checkbox by typing **[Y]** (Yes) to turn the option *ON* and **[N]** (No) to turn the option *OFF*. You can also type the letter **[X]** to turn it *ON*.

Radio Buttons

Radio buttons are used when you have several choices for an option, but you can choose only one. GrandView displays a small square box in parentheses (■) to the left of the current choice.

The difference between radio buttons and check boxes is that you can select more than one check box in a group—each one can be turned *ON* or *OFF* without affecting the other. Because only one radio button in a group can be *ON* at a time, you can choose only one.

The radio buttons may be displayed vertically or horizontally on the screen. There are two ways to select a radio button:

- Use the arrow keys to position the cursor on the radio button that you want, and press ☐. To select the first choice in the list, press ☐. Press ☐ to select the last choice on the list.
- Type the first letter of the radio button, and press ☐. For example, you can select Date in the Sort By option in the Open Outline dialog box by typing ☐.

GrandView displays a small square box in parentheses (■) to the left of the radio button that you have selected.

DIVIDE HEADLINE

REORGANIZE MENU

Alt K

The Divide Headline command separates one headline into two headlines. This is a quick way to create a new headline. For example, you might have a To Do list with the headline *Phone Calls; Meetings; Appointments*. You can divide the long headline into two by positioning the cursor on the *M* of *meetings* and choosing the Divide Headline command.

The new headline appears at the same level as, and immediately after, the current headline. The subheadlines of the original headline now belong to the new headline.

If you use the Divide Headline command while the cursor is in a document, GrandView converts the text that follows the cursor into a headline. The new headline appears at the same level as the headline immediately above it.

The Divide Headline command can be very useful for detaching subheadlines from the parent headline. If you place the cursor at the end of a headline and then choose Divide Headline, GrandView moves all of the subheadlines under a new, blank headline. The original headline is now free to move anywhere, without the subheadlines attached.

NOTE: To combine headlines that you have divided, use the Join Headlines command.

To divide headlines:

1. Position the cursor on the first character that you want to move to the next headline.
2. Choose Divide Headline from the Reorganize menu.

FOR MORE INFORMATION ON	SEE ALSO
Combining headlines	<i>Join Headlines</i>
Editing headlines	<i>Editing Headlines and Documents</i>
Moving headlines	<i>Move</i>

DOCUMENT VIEW

VIEW MENU

F5

The Document View command gives you a word processing view of a single document in your outline. When you choose Document View, GrandView fills the window with the current document. (A current document refers to any text that appears after the first hard carriage return in the current headline.) GrandView does not display any subheadlines.

You can use the Document View command when you want to add or change any information in your document; it lets you concentrate on just that part of your outline. In addition, you can print a document without its associated headline by choosing Document View before you use the Print command.

To return to Outline View, you can choose Outline View from the View menu, or you can press **F5**.

To display only the current document:

1. Select the headline that contains the document that you want to display.

If the current headline does not contain a document, GrandView displays a blank screen in which you can type your document.

2. Choose Document View from the View menu, or press **F5**.

GrandView fills the active window with your document; its headline does not appear.

FOR MORE INFORMATION ON	SEE ALSO
Displaying a hidden document	<i>Expand Document</i>
Displaying outlines in full-screen view	<i>Zoom</i>
Editing documents	<i>Editing GrandView Outlines</i>
Hiding a document from view	<i>Collapse Document</i>
Making an open outline current	<i>Choose Window</i>
Printing a document	<i>Print</i>
Structure symbols	<i>Expand</i>

EDITING GRANDVIEW OUTLINES

GrandView has many features that make it easy for you to create and edit outlines. This section gives you an overview of the following editing features:

- Moving the cursor
- Inserting headlines and documents
- Inserting and changing text
- Deleting text
- Selecting and using blocks
- Using the Clipboard
- Finding and replacing text
- Spell checking
- Changing fonts and styles

Moving the Cursor

GrandView has many commands that move the cursor. Most of these commands are located in the Edit menu's Goto submenu. The following table lists commands that move the cursor and the corresponding keyboard commands.

GOTO COMMANDS

Command	Keyboard Command
Word Left	Ctrl ←
Word Right	Ctrl →
Begin Line	Home
End Line	End
Begin Outline	Ctrl Home
End Outline	Ctrl End
Up Headline	Alt ←
Down Headline	Alt →
Begin Headline	Ctrl PgUp
End Headline	Ctrl PgDn
Parent Headline	Alt Home
Last Headline in Suboutline	Alt End
First on Level	Alt PgUp
Last on Level	Alt PgDn
Up on Level	Alt ↑
Down on Level	Alt ↓






NOTE: Some GrandView functions also have WordStar style keyboard commands in addition to the commands listed in the previous table. If you are a WordStar user, these commands may be more convenient for you to use. The WordStar style commands are summarized in Appendix A: Keyboard Commands.

Inserting Headlines, Documents, and Text

INSERTING HEADLINES

Each headline can contain multiple lines. In fact, a headline and its document can contain up to 64K of text.

The Outline menu's Insert Headline submenu has three commands for creating a new headline:





- The At Level command inserts a headline at the same level as the current headline (the headline in which you find the cursor). The keyboard command for the At Level command is  .
- The As Subhead command inserts a headline subordinate to the current headline. The keyboard command for As Subhead is  .
- The Beneath Cursor command inserts a headline in different places, depending on whether or not the current headline has an expanded suboutline. If the current headline has a suboutline, *and* the suboutline is expanded, the Beneath Cursor command inserts the new headline as a subhead of the current headline. Otherwise, the Beneath Cursor command inserts the headline at the same level as the current headline. The keyboard command for Beneath Cursor is .

NOTE: *The cursor does not have to be positioned at the end of the headline before you insert a new headline.*

INSERTING DOCUMENTS

You can attach a document to a headline at any level in the outline. A document can contain as many paragraphs of text as you wish. A document and its headline can contain up to 64K of text.

To insert a document:

1. Press   to position the cursor at the end of the current headline.
2. Press  .

GrandView places a diamond (◆) at the end of the headline to indicate that the next line is a document.



If you press **Ctrl** **←** when the cursor is in the middle of a headline, the text from the cursor to the end of the headline becomes document text.

INSERTING AND CHANGING TEXT

You can type text into GrandView in one of two modes:

- In Insert mode, the characters you type are added to the outline, and existing text moves to the right to accommodate the new information.
- In Overtyping mode, the characters you type replace the existing text.




To switch between the Insert and Overtyping modes, press **Ins**. GrandView displays the mode you are using in the upper-right corner of the title bar.

Deleting Headlines, Documents, and Text

You can delete headlines and text by using the commands on the Edit menu's Delete submenu. The following table lists the Delete commands and their keyboard equivalents:

DELETE COMMANDS

Command	Function	Keyboard Command
Word Left	Delete word to left of cursor	Ctrl Backspace
Word Right	Delete word to right of cursor	Ctrl T
Line	Delete cursor line	Ctrl Y
To End of Line	Delete from cursor to end of line	Ctrl I
To Beginning of Line	Delete from cursor to beginning of line	Ctrl ⌊

<i>Marked Text</i>	<i>Delete selected text</i>	
<i>Headline/Suboutline</i>	<i>Delete current headline and its suboutline</i>	 

MARKED TEXT COMMAND

The Delete submenu's Marked Text command deletes all text and headlines that you have selected. Because it deletes only the text that you have selected, you can use it to delete part of a headline or suboutline.

HEADLINE/SUBOUTLINE COMMAND

The Delete submenu's Headline/Suboutline command erases the current headline and its subordinate headlines and documents. Unlike the other Delete commands, Delete Suboutline always deletes entire headlines and suboutlines.

If you change your mind after you have deleted a suboutline, you can use the Undo Last Delete command to reinsert the suboutline.

The Undo Last Delete command inserts the suboutline that you deleted most recently using the Delete Suboutline command. If you save the outline, you can undo a delete even after you have quit GrandView, turned off the computer, and restarted GrandView.

NOTE: *The Undo Last Delete command does not undo any of the other Delete commands or any other activity.*

Using the Clipboard to Copy and Move Text

SELECTING TEXT

The Mark Text command lets you select a block of headlines or text. You can use this command to select a block that covers part of a headline or suboutline. A block does not have to work with complete headlines or suboutlines. As you select a block, GrandView highlights it on the screen.

After you have selected a block, you can use many different commands to change the headlines or text in the block. Some of the ways to edit and format a block appear in the list that follows. (For a complete list of ways to use blocks, see *Mark Text* .

- The Delete Block command deletes the selected block of headlines or text.
- The Cut command removes the selected block of headlines or text from the outline and places them on the Clipboard. (You can move information from the Clipboard to a new location in the outline by using the Paste command.)
- The Copy command copies the selected block of headlines or text and places a copy on the Clipboard. (You can move information from the Clipboard to a new location in the outline by using the Paste command.)
- The Font and Style command changes the font and style of the selected text.

USING THE CLIPBOARD

The Clipboard is a temporary storage area in your computer's memory. You can use the Clipboard to store headlines and text that you are moving or copying. You put information on the Clipboard by using the Cut and Copy commands. You move information from the Clipboard to an outline by using the Paste command.

- The Cut command removes headlines and text from the current outline and places the information on the Clipboard. This command removes the current suboutline or a block of headlines and text that you have selected using the Mark Text command.

- The Copy command copies headlines and text from the current outline and places the information on the Clipboard. This command copies the current suboutline or a block of headlines and text that you have selected using the Mark Text command.
- The Paste command inserts a copy of the information on the Clipboard into another part of the same outline or into a different outline. The Paste command does not remove information from the Clipboard. The information remains on the Clipboard until the next time you use the Copy or Cut commands.
- The View Clipboard command displays the information on the Clipboard.

Finding and Replacing Text

The Find/Replace command searches headlines and documents in the outline for each occurrence of a specific pattern of characters. You can use “wild cards” to search for several character patterns at once without specifying the exact contents of the patterns. The Change option lets you replace the characters that GrandView has found with another pattern.

Spelling Check

The Spelling Check command searches for words that are misspelled and helps you identify their correct spellings. If a word that the Spelling Check command identifies as misspelled is actually spelled correctly, you can add it to your personal dictionary. For example, you might add an acronym, an abbreviation, or the name of a company or product. After you have added a word to your personal dictionary, GrandView never again highlights it as a possible misspelling.

FOR MORE INFORMATION ON	SEE ALSO
Changing fonts and styles	<i>Font Style</i>
Clipboard	<i>Clipboard</i>
Copying to the Clipboard	<i>Copy</i>
Cutting to the Clipboard	<i>Cut</i>
Deleting a block of headlines or text	<i>Delete Marked Text</i>
Deleting a suboutline	<i>Delete Headline/Suboutline</i>
Documents	<i>Outlines</i>
Headlines	<i>Outlines</i>
Keyboard commands	<i>Appendix A: Keyboard Commands</i>
Moving headlines	<i>Move</i>
Outlines	<i>Outlines</i>
Selecting a block of text or headlines	<i>Marked Text</i>
Undoing a Delete Suboutline command	<i>Undo Last Delete</i>

To use outlines to the best advantage, it is important to be able to concentrate on the proper level of detail. Sometimes, you will want to see the “big picture.” At other times, you will want to concentrate on one small part of an outline. You can control the amount of information by expanding and collapsing headlines and documents. To display a headline and/or a document, you use the commands on the Outline menu’s Expand submenu. To hide a headline and/or a document, you use the commands on the Outline menu’s Collapse submenu. This section discusses the Expand submenu; for more information on collapsing headlines and documents, see *Collapse*.

Before you can use the Expand commands, you should be familiar with the different structure symbols that appear to either the left or the right of a headline. These structure symbols indicate whether a headline has information subordinate to it and, if so, what kind of information (subordinate headlines or a document) it is.

The table on the following page lists the structure symbols used by GrandView.

Structure Symbol	Location and Description
+	Appears to the left of a headline that has subordinate headlines.
+ (lighter shade)	Appears to the left of a headline that has subordinate headlines. Indicates collapsed information that has not been expanded.
—	Appears to the left of a headline that has no subordinate headlines. It may contain a document.
&	Appears to the left of a cloned headline. It may have subordinate headlines and documents.
◆	Appears to the right of a headline that has an expanded (visible) document. It may contain subordinate headlines. The diamond indicates a carriage return; GrandView also displays a diamond after each paragraph in a document.
↓	Appears to the right of a headline that has a collapsed (hidden) document.

NOTE: The colors or intensities of the structure symbols are determined by the color settings. To select different colors, use the Colors command on the Setup menu.



The Expand Submenu

The Outline menu's Expand command is a submenu with eleven commands:

Subheads Shows the current headline's subheads. This command expands the first level of the cursor suboutline. It expands only headlines; documents are not expanded. The keyboard command for the Subheads command is **Gray +**. (If you are using GrandView on a laptop or other computer without a numeric keypad, you can use **F7** instead.)

Sub-Outline Shows the current headline's suboutline. This command expands headlines at all levels of the current suboutline; documents are not expanded. The keyboard command for this command is **□**. (You must use the **□** on the numeric keypad. If you are using GrandView on a laptop or other computer without a numeric keypad, you can use **F7** instead of the **□**.)


Subheads on Level Shows the subheads of all headlines at the current level. Subheads on Level shows the subheads of headlines at the current level within the parent headline's suboutline. This command is used to greatest effect at the *top* level of the outline, when you want to see all Level 2 headlines

Sub-Outline to Level Shows the suboutline of the current headline expanded to the level that you specify. When you choose this command, GrandView prompts you for the level of expansion that you want. Enter a number, and press **↵**. Documents are not expanded with this command.

NOTE:

*When you use this command, consider the current headline's first level subheads as **Level 1**. In other words, when you prompt GrandView to expand all headlines in the suboutline to a specific level, it counts levels starting with the suboutline's **first level** subheadlines. For example, if you want to see the suboutline with three levels of expansion, enter 3 in the Expand to Level dialog box.*

All Headlines to Level

Shows all headlines in the entire outline expanded to the level that you specify. When you choose this command, GrandView prompts you for the level of expansion that you want. Enter a number, and press . GrandView expands the entire outline to the level that you specify. Documents are not expanded with this command.








When you use this command, the first-level headlines are considered level 1, the second-level headlines are level 2, and so on. When you tell GrandView to expand all the headlines in the outline to level 2, it counts levels from the top level of the outline, not from the cursor location.

All Headlines

Shows all headlines in the entire outline, regardless of the cursor's location. Documents are not expanded with this command.

Document

Shows the document attached to the current headline. This command expands only the document of the current headline; no headlines are expanded. The keyboard command for this command is   . (If you are using GrandView on a laptop or other computer without a numeric keypad, you can use   instead.)

Documents to Level

Shows all documents attached to headlines at the current level. This command expands all documents attached to headlines that are at the same level as the current headline. This command expands only documents; no headlines are expanded.

All Documents

Shows all documents in the current outline. This command expands all documents in the entire outline, regardless of cursor location. This command expands only documents; no headlines are expanded. If a suboutline that contains documents is collapsed when you choose this command, the suboutline remains collapsed, but GrandView expands the documents (they still appear hidden, however, since the suboutline is collapsed). The next time you expand the suboutline, you will find the documents expanded.

Everything in Sub-Outline

Shows all headlines and documents in the suboutline. This command expands all levels of headlines and documents in the current suboutline.

**Everything
in Outline**

Shows all headlines and documents in the outline. This command expands all levels of headlines and documents in the entire outline, regardless of cursor location. The keyboard command for the Everything in Outline command is **⌘ F7**.

Selecting Headlines or Blocks of Headlines to Expand


Before you use the Expand commands to display different levels of information in your outline, you may select a headline or a block of headlines:

- To select a particular headline, use the arrow keys to move the cursor to that headline. The selected headline is also called the current headline.
 - To select a block of headlines, use the Mark Text command.
-

To expand headlines:


1. Select the headline that you want to expand. You can also use the Mark Text command to select a block of headlines.
2. Choose one of the following commands from the Outline menu's Expand submenu:
 - To show the current headline's subheads, choose the Subheads command, or press **⌘ +**.
 - To show the current subheadline's suboutline (that is, all levels of headlines, not just the immediate subheads), choose the Suboutline command, or press **⌘ .** (Use the **⌘** on the numeric keypad).
 - To show all the headlines in the entire outline, choose the All Headlines command.

To expand headlines by level:

1. Select the headline that you want to expand, or use the Mark Text command to select a block of headlines.
2. Choose one of the following commands from the Outline menu's Expand submenu:
 - To show the subheads of all headlines at the same level as the current headline, choose the Subheads on Level command.
 - To show the current suboutline displayed to a certain level, choose the Suboutline to Level command. When you choose this command, GrandView prompts you for a level to which it should expand the suboutline. Enter a number, and press .



Consider the current headline as level 0 (zero). For example, the current headline's first-level subheads are considered level 1, their subheads are considered level 2, etc.

- To show the entire outline expanded to a certain level, choose the All Headlines to Level command. When you choose this command, GrandView prompts you for a level to which it should expand the outline. Enter a number, and press .



If you specify a level that is less than the outline's current level of expansion, GrandView will collapse the outline to the level you specified. For example, if the outline is already expanded to level 5 and you specify level 3, GrandView will collapse headlines that are at level 4 or beyond.

To expand documents:

1. Select the headline that contains the document that you want to display on the screen. You can also use the Mark Text command to select a block of headlines.



Cursor location is not important if you want to expand all the documents in the entire outline.

2. Choose one of the following commands from the Outline menu's Expand submenu:

- To show the document attached to the current headline (or block of headlines marked with the Mark Text command), choose the Document command, or press **Alt** **Gray** **+**. GrandView displays the document attached to the current headline, or all the documents in the marked block of headlines.
- To show all documents in the entire outline, choose the All Documents command. GrandView expands all documents in the entire outline.



NOTE: *This command does not expand headlines. If a document is part of a collapsed suboutline, GrandView expands the document, but not the suboutline. The next time that you expand the suboutline, the document will be expanded, even if it had been collapsed the last time that you expanded the suboutline.*

To expand both headlines and documents:

1. Select the headline that contains the suboutline that you want to display. You can also use the Mark Text command to select a block of headlines.



NOTE: *Cursor location is not important if you want to expand the entire outline.*

2. Choose one of the following commands from the Outline menu's Expand submenu:
 - To show all the headlines and documents in the current suboutline, choose the Everything in Sub-Outline command. GrandView expands all of the subheadlines and documents in the current suboutline.
 - To show all the headlines and documents in the entire outline, choose the Everything in Outline command. GrandView expands all of the subheadlines and documents in the current suboutline.

FOR MORE INFORMATION ON	SEE ALSO
Changing screen colors	<i>Colors</i>
Collapsing headlines and documents	<i>Collapse</i>
Selecting text	<i>Mark Text</i>

GrandView has its own built-in file-conversion capability, which lets you transfer your outlines into other applications. You can use Export to convert the current headline, a block of headlines, or an entire GrandView outline into a file format that can be read by another program.

Export Submenu

The Export command is a submenu with thirteen commands. Each command corresponds to an export format:

MORE 1.x <i>(Mac)</i>	Creates a file that you can use with the Macintosh applications MORE 1.x and ThinkTank/Macintosh.
MORE 2.x <i>(Mac)</i>	Creates a file that you can use with MORE version 2.x.
MORE 3.x <i>(Mac)</i>	Creates a file that you can use with MORE version 3.x.
ThinkTank 2.x	Creates a structured textfile that you can use with ThinkTank 2.0 or higher. (It does not create a ThinkTank .DB file. A ThinkTank exported file has a .TXT extension.)
Ready!	Creates a file that you can use with Ready! 1.x.
Time Line Outline	Creates an outline file that you can use with Time Line 3.0 or higher. When you choose this format, only the outline is exported; category assignments are not exported.
Q&A Write/Q&A	Creates a file that can be read by Q&A Write, Deskmate Q&A Write, and Q&A (the write module) as an outline or as a document.

WordPerfect 5.x Creates a file that can be read by WordPerfect 5.x as an outline or as a document.

WordStar Creates a file that can be used with WordStar or any other program that can read WordStar-compatible files.

ASCII Creates a plain ASCII textfile that can be used with most text editing programs.

Paragraph Creates an ASCII textfile with wordwrapping lines that can be used with most editing programs.

Tab Indented Creates an ASCII textfile in which tabs are used for headline levels.

Space Indented Creates an ASCII textfile in which spaces are used for headline levels.

Exporting GrandView Outlines to MORE

GrandView supports three versions of MORE, Symantec's outlining and presentations program for the Macintosh. You can also use the MORE 1.x format to export files to ThinkTank/Macintosh.

NOTE: *GrandView does not actually transfer files between different kinds of computers, such as between an Apple Macintosh and an IBM PC. To do this, you must use a modem and a telephone line, or an RS-232 cable. For more information, see the reference manuals supplied with your computer and your modem.*

MORE 1.x:

To open a file exported from GrandView in MORE or ThinkTank/Macintosh, use MORE or ThinkTank's Open command from the File menu. Or, hold down the Shift key at the Finder, and select both the file and the application icons. Then choose Open from the Finder's File menu.

NOTE: *To share information between MORE 1.x (or ThinkTank Mac) and GrandView, you must use GrandView's Export command to create a file that MORE 1.x reads; MORE 1.x does not read GrandView files directly.*

MORE 2.X/3.X:

To open a file exported from GrandView using the MORE 2.x/3.x formats, use MORE's Open command from the File menu. Or, hold down the Shift key at the Finder, and select both the file and the application icons. Then choose Open from the Finder's File menu.



To share information between MORE 2.x and GrandView, you must use GrandView's Export command to create a file that MORE 2.x reads; MORE 2.x does not read GrandView files directly. MORE 3.x, however, can read GrandView files directly if you have the GrandView filter installed in your system folder. For more information on reading GrandView files with MORE 3.x, see your MORE 3.x documentation.

To export a GrandView outline file to MORE:

1. Choose Open from the File menu, and open the GrandView outline that you want to export.

2. Select the outline text that you want to export.

You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.

3. Choose Export from the File menu.

GrandView displays the Export submenu.

4. Press **M** **1** to export to MORE 1.x or to ThinkTank/Macintosh, OR

Press **M** **2** to export to MORE 2.x, OR


Press **M** **3** to export to MORE 2.x or to MORE 3.x.

After you have chosen a format, GrandView displays the Export dialog box.

5. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose Directory. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete pathname in the Export Files dialog box instead of choosing the Directory button.)

6. Export the file that you have selected, or cancel the procedure.
 - To export the selected file, choose OK, or press .
 - To cancel the procedure, choose Cancel.



After you have exported the file to the MORE format, you must transfer the file to the Macintosh.

Exporting GrandView Outlines to ThinkTank 2.x

The ThinkTank 2.x export format creates a structured textfile that you can use with ThinkTank 2.0 or higher.



*The file that GrandView creates with the ThinkTank 2.x format is not a ThinkTank .DB file. A structured textfile is a more compact version of a ThinkTank file that contains information about the outline's structure. To read the file in ThinkTank, you must use the ThinkTank **Port Receive** commands.*

As a result of the differences between GrandView and ThinkTank, the outline that you exported may appear different in the two products. When GrandView exports an outline to ThinkTank, it follows these guidelines:

- If headlines in your GrandView outline are longer than one line, GrandView places only the first line of the headline into the corresponding headline in ThinkTank. The rest of the headline and any document text are placed into a ThinkTank document.
- Document text is wordwrapped.
- Structure symbols (+) and (-) are inserted to the left of each headline.
- Headline labels are not exported.

For more information on ThinkTank, see *Appendix B, Information for GrandView 1.x, ThinkTank, and Ready! Users*.

To export an outline to ThinkTank:

1. Choose Open from the File menu, and open the GrandView outline that you want to export.

2. Select the outline text that you want to export.

You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.

3. Choose Export from the File menu.

GrandView displays the Export submenu.

4. Press to select the ThinkTank file format.

GrandView displays the Export dialog box that lists the ThinkTank structured textfiles in the current directory.

5. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose Directory. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete pathname in the Export Files dialog box instead of choosing the Directory button.)

6. Export the file that you have selected, or cancel the procedure.

- To export the selected file, choose OK, or press .
- To cancel the procedure, choose Cancel.

Exporting GrandView Outlines to Ready!

When you choose the Ready! export file format, GrandView creates a file that Ready! 1.0 or higher can read. Ready! cannot read files that are greater than 32K. If your GrandView file exceeds 32K, you must break it into smaller files before exporting it. To open these files in Ready!, use the Ready! Files Open command.

Because of differences between the two products, outlines that you export from GrandView may not appear the same in Ready! GrandView uses the following guidelines when creating Ready! files:

- If a headline in GrandView has more than one line, GrandView places each line of the headline into a separate headline in Ready! These headlines appear at the same level.
- The outline exported from GrandView is inserted underneath the home headline in Ready!
- Document text is exported as headlines. (Each line of the document becomes a headline.)
- Structure symbols (+) and (–) are inserted to the left of each headline.
- Headline labels are not exported.

To export an outline to Ready!:

1. Choose Open from the File menu, and open the GrandView outline that you want to export.

2. Select the outline text that you want to export.

You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.

3. Choose Export from the File menu.

GrandView displays the Export submenu.

4. Press **R** **D** to select the Ready! file format.

GrandView displays the Export dialog box that lists the Ready! files in the current directory.

5. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose Directory. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete pathname in the Export Files dialog box instead of choosing the Directory button.)

6. Export the file that you have selected, or cancel the procedure.
 - To export the selected file, choose OK, or press .
 - To cancel the procedure, choose Cancel.

Exporting GrandView Outlines to Time Line

When you choose the Time Line Outline format, GrandView creates a file that Time Line can read with its Outline Importer utility. GrandView exports only the outline; category information is not included.

To export a GrandView outline to Time Line:

1. Choose Open from the File menu, and open the GrandView outline that you want to export .
2. Select the outline text that you want to export.

You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.

3. Choose Export from the File menu.

GrandView displays the Export submenu.
4. Press to select Time Line Outline.

GrandView displays the Export dialog box.

5. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose Directory. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete pathname in the Export Files dialog box instead of choosing the Directory button.)

6. Export the file that you have selected, or cancel the procedure.
 - To export the selected file, choose OK, or press .
 - To cancel the procedure, choose Cancel.

Exporting GrandView Outlines to Q&A Write

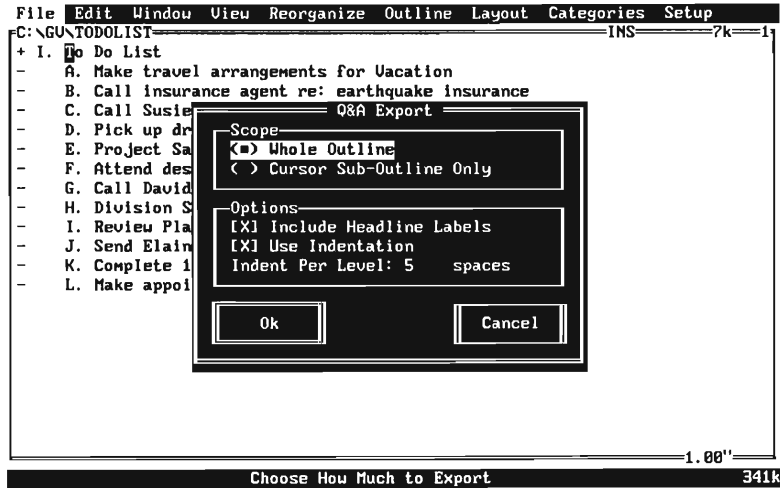
The Q&A Write export format supports the following Q&A products:

- Q&A Write
- Deskmate Q&A Write
- Q&A, write module

For the sake of convenience, the documentation refers to all of these products as Q&A Write.

With the GrandView Q&A Write format you can easily convert your GrandView outlines into Q&A Write files. Through options that you set when you choose the Export command, the files can be formatted as outlines or as plain text. Text style information (boldface, italics, underline, superscript, and subscript) is preserved in the export. Font information, however, is not transferred from GrandView to Q&A Write.

When you choose the Q&A Write format from the Export submenu, GrandView displays the Q&A Export dialog box:



The Q&A Export dialog box

Scope Specifies how much of the outline to export.

Whole Outline Exports the entire outline.

Cursor Suboutline Only Exports only the current suboutline.

NOTE: When you export a block of text selected with the Mark Text command, GrandView ignores the Scope option setting.

Options Indicates which outline conventions to use, if any.

Include Headline Labels Uses labels with each headline.

Use Indentations Preserves outline indentation.

Indent Per Level Specifies the number of spaces to use for each level of indentation.

OK	Exports the outline (or suboutline) to Q&A Write with the options selected.
Cancel	Cancels the command and returns you to the Export submenu.

You can use the options in the Q&A Export dialog box to create different kinds of Q&A Write documents from the same file. The following table shows how to create different kinds of documents with the options in the Q&A Export dialog box:

<i>Format Desired in Q&A Write</i>	<i>Headline Labels</i>	<i>Indentation</i>
<i>Outline</i>	<i>ON</i>	<i>ON</i>
<i>Left Justified Text with headlines as titles</i>	<i>ON</i>	<i>OFF</i>
<i>Plain Text, no structure</i>	<i>OFF</i>	<i>OFF</i>

To export a GrandView outline to Q&A Write:

1. Choose Open from the File menu, and open the GrandView outline that you want to export.
2. Select the outline text that you want to export.
You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.
3. Choose Export from the File menu.
GrandView displays the Export submenu.
4. Press **Q** **A** to select Q&A Write.
GrandView displays the Q&A Export dialog box.

5. Set the options according to the format that you want in Q&A Write.
 - Press **tab** to move between radio buttons.
 - Press **Spacebar** to turn check boxes on and off.

6. Press **↵**, or choose **OK**.

GrandView displays the Q&A Write Export Files dialog box.

7. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose **Directory**. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete pathname in the Export Files dialog box instead of choosing the **Directory** button.)

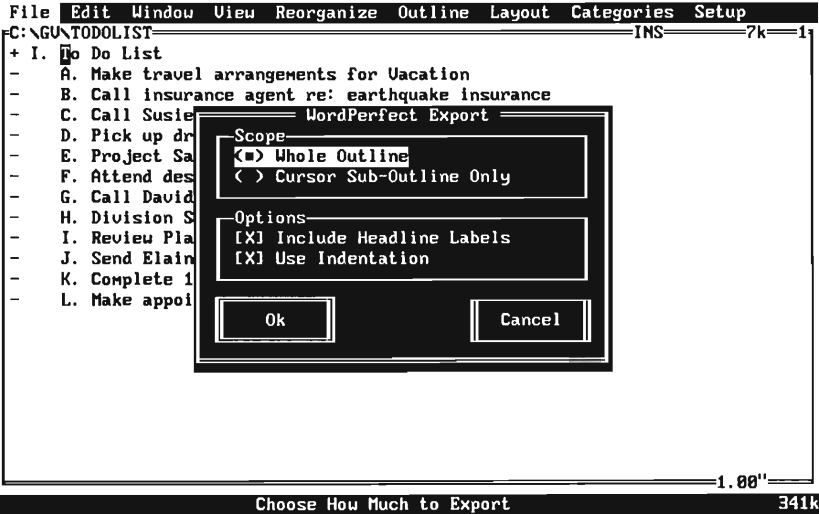
8. Export the file that you have selected, or cancel the procedure.
 - To export the selected file, choose **OK**, or press **↵**.
 - To cancel the procedure, choose **Cancel**.

Exporting GrandView Outlines to WordPerfect

With GrandView's WordPerfect format you can easily convert your GrandView outlines into WordPerfect files, as either text documents or outlines. Files exported from GrandView to WordPerfect maintain text style information (boldface, italics, underline, subscript, and superscript). Font information, however, is not exported.

When you choose the Word Perfect format from the Export submenu, GrandView displays the WordPerfect Export dialog box:

The WordPerfect Export dialog



Scope Specifies how much of the outline to export.

Whole Outline Exports the entire outline.

Cursor Suboutline Only Exports only the current suboutline.

NOTE: When you export a block of text selected with the Mark Text command, GrandView ignores the Scope option setting.

Options Indicates which outline conventions to use, if any.

Include Headline Labels Uses labels with each headline.

NOTE: WordPerfect chooses the kind of labels to use; turning this option on merely tells WordPerfect to label the headlines according to its current label style. You can use WordPerfect's Outline Format, Define command (⇧ F5 6) to change the labels used. Also, WordPerfect supports labels for only eight levels of the outline.

Use Indentations Preserves outline indentation. Each outline level is indented 0.5 inches in WordPerfect.

OK	Exports the outline (or suboutline) to WordPerfect with the options selected.
-----------	---

Cancel	Cancels the command and returns you to the Export submenu.
---------------	--

You can use the options in the WordPerfect Export dialog box to create different kinds of WordPerfect documents from the same file. The following table shows how to create different kinds of documents with the WordPerfect export options:

<i>Format Desired in WordPerfect</i>	<i>Headline Labels</i>	<i>Indentation</i>
<i>Outline</i>	<i>ON</i>	<i>ON</i>
<i>Left Justified Text with headlines as titles</i>	<i>ON</i>	<i>OFF</i>
<i>Plain Text, no structure</i>	<i>OFF</i>	<i>OFF</i>

To export a GrandView outline to WordPerfect:

1. Choose Open from the File menu, and open the GrandView outline that you want to export.
2. Select the outline text that you want to export.
You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.
3. Choose Export from the File menu.
GrandView displays the Export submenu.

4. Press **W** **P** to select WordPerfect.

GrandView displays the WordPerfect Export dialog box.

5. Set the options according to the format that you want in WordPerfect.

- Press **↔** to move between radio buttons.
- Press **Spacebar** to turn check boxes on and off.

6. Press **↵**, or choose OK.

GrandView displays the WordPerfect Export Files dialog box.

7. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose Directory. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete path name in the Export Files dialog box instead of choosing the Directory button.)

8. Export the file that you have selected, or cancel the procedure.

- To export the selected file, choose OK, or press **↵**.
- To cancel the procedure, choose Cancel.

Exporting GrandView Outlines to WordStar

When you choose the WordStar export format, GrandView creates a file that can be used with WordStar or any other program that can read WordStar-compatible files.

GrandView follows these conventions when using the WordStar file format:

- The first line of a headline is placed into a separate line followed by a hard carriage return. Subsequent lines of the headline and the attached document are wordwrapped.
- Headline labels are exported.
- Indentation is preserved.
- Formatting (fonts and styles) is not exported.

To export a GrandView outline to WordStar:

1. Choose Open from the File menu, and open the GrandView outline that you want to export.

2. Select the outline text that you want to export.

You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.

3. Choose Export from the File menu.

GrandView displays the Export submenu.

4. Press **W S** to choose the WordStar format.

GrandView displays the Export dialog box.

5. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose Directory. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete pathname in the Export Files dialog box instead of choosing the Directory button.)

6. Export the file that you have selected, or cancel the procedure.

- To export the selected file, choose OK, or press **↵**.
- To cancel the procedure, choose Cancel.

Exporting GrandView Outlines to ASCII Textfiles

GrandView has four export formats that are variations of an ASCII textfile: ASCII, Paragraph, Tab Indented, and Space Indented. Each of these file formats creates an ASCII textfile. The formats, however, differ in how they treat indentation, headline labels, and wordwrapped text.

ASCII

When a GrandView outline is converted to the ASCII format, spaces are inserted for indentations, tabs, and so on. The number of spaces is as close as possible to the distance displayed on your screen. Headline labels are also exported. In addition, this format inserts a carriage return at the end of every document line. (The only difference between ASCII export files and Paragraph export files is that the ASCII files have carriage returns at the end of each document line.)

Paragraph

When a GrandView outline is converted to the Paragraph format, the documents are wordwrapped, and spaces are inserted for indentations, tabs, and so on. The number of spaces is as close as possible to the distance displayed on your screen. Headline labels are also exported. (The only difference between Paragraph export files and ASCII export files is that the document text is wordwrapped in the Paragraph files.)

Tab Indented

When a GrandView outline is converted to the Tab Indented format, tabs are inserted for headline levels. The Export command precedes each first-level headline with one tab, each second-level headline with two tabs, and so on. To determine the amount of indentation for each level, use your word processing application to set the tab stops. This command also inserts a carriage return at the end of each line of document text. Headline labels are not exported. (The only difference between Tab Indented export files and Space Indented export files is that tabs are used instead of spaces.)

Space Indented

When a GrandView outline is converted to the Space Indented format, spaces are inserted for headline levels. The Export command precedes each first-level headline with one space, each second-level headline with two spaces, and so on. This command also inserts a carriage return at the end of each line of document text. Headline labels are not exported. (The only difference between Space Indented export files and Tab Indented export files is that spaces are used instead of tabs.). This format can be read by MaxThink™.

The format you choose depends on how you want the exported text to appear. The following table shows the differences between these formats and will help you pick the format best suited to your needs:

FORMAT	CR/WORD WRAP	INDENTATIONS	LABELS
<i>ASCII</i>	<ul style="list-style-type: none"> • Carriage return inserted at end of every line. • Wordwrap is not preserved. 	<i>Spaces</i>	<i>Yes</i>
<i>Paragraph</i>	<ul style="list-style-type: none"> • Carriage return inserted at end of every paragraph (multiple line headlines are treated as paragraphs). • Wordwrap is preserved. 	<i>Spaces</i>	<i>Yes</i>
<i>Tab Indented</i>	<ul style="list-style-type: none"> • Carriage return inserted at end of every line. • Wordwrap is not preserved. 	<i>Tabs</i>	<i>No</i>
<i>Space Indented</i>	<ul style="list-style-type: none"> • Carriage return inserted at end of every line. • Wordwrap is not preserved. 	<i>Spaces</i>	<i>No</i>

To export a GrandView outline to an ASCII textfile:

1. Choose Open from the File menu, and open the GrandView outline that you want to export.
2. Select the outline text that you want to export.
You can select the headline that contains the subordinate information that you want to export, or you can use the Mark Text command to select a block of headlines or an entire GrandView outline.
3. Choose Export from the File menu.
GrandView displays the Export submenu.

4. Select an export format:

- Press **[A]** **[S]** to select ASCII, OR
- Press **[P]** **[A]** to select Paragraph, OR
- Press **[T]** **[I]** to select Tab Indented, OR
- Press **[S]** **[I]** to select Space Indented.

GrandView displays the Export dialog box.

5. Type a name for the export file that you are creating.

As soon as you have begun typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To export a file located in a different drive or directory, choose Directory. When GrandView lists the files in the directory that you have selected, type a name for the export file. (You can also type the complete pathname in the Export Files dialog box instead of choosing the Directory button.)

6. Export the file that you have selected, or cancel the procedure.

- To export the selected file, choose OK, or press **[↵]**.
- To cancel the procedure, choose Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Importing non-GrandView files	<i>Import</i>
Previous versions of ThinkTank	<i>Appendix B, Information for GrandView 1.x, ThinkTank and Ready! Users</i>
Selecting headlines and text	<i>Mark Text</i>

FIND AGAIN

EDIT MENU

Alt **A**

The Find Again command searches for the text pattern that you used previously with the Find/Replace command. For example, you may need to elaborate on a topic in several places in an outline. To do so, you can use the Find/Replace command to search for the first occurrence of this topic. Type the information that you want to add, then use the Find Again command to search for the next occurrence of the topic. Type the additional information, and repeat the procedure until you have made all your additions on that topic throughout the outline.

To use the Find Again command:

- Choose Find Again from the Edit menu, or press **Alt** **A**.

FOR MORE INFORMATION ON	SEE ALSO
The Find/Replace dialog box	<i>Find/Replace</i>


Alt **F**


The Find/Replace command is used frequently with the Find Again command. You can also use the Find/Replace command with the Mark Text command when you want GrandView to find the character with which to end the block.

The Find/Replace dialog box



4 - 170

As you type the search pattern, GrandView is busy searching for the next match. If you type A, GrandView finds the next “a” in your outline. If you type N after the A, GrandView starts the search again to find the next “an.” This gives you a preview of what GrandView will retrieve with that search pattern. You can quit the search at any time by pressing  or **Esc**.

- If you press , GrandView moves the cursor to the character pattern it has found and closes the Find/Replace dialog box.
- If you press **Esc**, GrandView moves the cursor back to where you started the search and closes the Find/Replace dialog box.

Change To Identifies the replacement characters that you want to use instead of the pattern that GrandView finds.

Fwd Search Searches forward from the original cursor position, looking for a match. (GrandView may already have found the first match after you filled in the Find field.) After you choose Fwd Search, GrandView closes the Find/Replace dialog box. (If you choose the Find Again command to find the next occurrence of the text pattern, GrandView searches forward.)

Bwd Search Searches backward from the original cursor position, looking for a match. After you choose Bwd Search, GrandView closes the Find/Replace dialog box. (If you choose the Find Again command to find the next occurrence of the text pattern, GrandView searches backward.)

Next Searches from the current cursor position, looking for the next match. This option does not close the Find/Replace dialog box, so you can choose the Next button repeatedly.

Change Searches from the original cursor position, looking for a match. When GrandView finds the first occurrence of the search pattern, GrandView highlights the text and displays the Change Options dialog box:

The Change Options dialog box

File	Edit	Window	View	Reorganize	Outline	Layout	Categories	Setup
C:\GV\PRODPPLAN								INS=8k=2
to develop and prepare to manufacture a new product. B. Demonstrate the business case for the new product. - II. Executive Summary + III. Business Justification A. Need for the product B. Product uniqueness C. Strategic reasons for the product D. Location of new markets + IV. Priorities for the Project A. Time to market the product B. Anticipated performance C. Product pricing vs. cost D. Product reliability + V. Risk Analysis A. Identify sensitivities of key parameters to success								
Change Options								
Change, Find Next		Change, Stop		Next		Replace All		Stop
Choose the Desired Change Option								341k

Change, Find Next Replaces the text that matches the search pattern with the text in the Change To field, then starts searching for the next match.

Change, Stop Replaces the text that matches the search pattern with the text in the Change To field, then stops the search.

Next Does not replace this occurrence of the text that matches the search pattern, but starts searching for the next match.

Replace All Replaces every occurrence of text that matches the search pattern with the text in the Change To field. GrandView does not ask you to approve each change.

Stop Does not replace the text that matches the search pattern, and stops the search.

Replace Changes every occurrence of text that matches the search pattern. GrandView does not ask you to approve each change.







You cannot undo the changes that GrandView makes to your outline as it searches and replaces text.

Mark All	Marks every occurrence of text that matches the search pattern. This option works like the Mark command; it marks all headlines containing the search pattern and the associated subheadlines.
Cancel	Cancels the command and closes the dialog box.
Whole Word	Searches for text patterns that are whole words. If Whole Word is <i>OFF</i> , GrandView finds patterns that are embedded in other words.
Match Case	Searches for text patterns that have the same arrangement of upper-case and lower-case letters as the pattern that you typed in the Find box. If Match Case is <i>OFF</i> , GrandView ignores the case of letters while it searches.
Expanded Only	Searches only those headlines and documents that are expanded and visible on the screen. If Expanded Only is <i>OFF</i> , GrandView searches all headlines and documents in the outline, even if they are collapsed. GrandView expands text as needed to display the text patterns that it finds.
Match Pattern	Searches for several text patterns, using the “wild card” characters that you typed in the Find box. This check box must be <i>ON</i> if you are using wild card characters. (For more information on wild cards, see <i>Wild Card Characters</i> later in this section.)

Searching for a Text Pattern

To search for a text pattern without making changes:



1. Select the headline or document in which you want to begin searching.
2. Choose Find/Replace from the Edit menu, or press **Alt** **F**.



3. Type in the Find box the text pattern that you want to search for.
As you type, GrandView searches for the first occurrence of the text pattern.
 4. Leave the Change To box empty.
 5. If you want to use any special search features, use the  key to move to the check box that you want, then press .
 6. Choose Fwd Search or Bwd Search to indicate your choice of direction of the search through the outline.
GrandView highlights the first character of the first occurrence of the search pattern and closes the Find/Replace dialog box.
 7. To find the next occurrence of the text pattern, choose Find Again from the Edit menu, or press  .
- If GrandView cannot find the search pattern, it displays this message at the bottom of the screen:

Search Match not Found

Changing a Text Pattern

To search for and then change a text pattern:

1. Select the headline or document in which you want to begin searching.
2. Choose Find/Replace from the Edit menu, or press  .
3. Type in the Find box the text pattern that you want to search for.
4. Type the replacement text in the Change To box.

5. If you want to use any special search features, use the  key to move to the check box that you want, then press .

6. Choose Change to start searching forward through the outline.

GrandView highlights the first occurrence of the search pattern and displays the Change Options box at the bottom of the screen.

7. Choose one of the following options:

- To change the highlighted text and then search for the next occurrence, choose Change, Find Next.
- To change the highlighted text and then stop searching, choose Change, Stop.
- To skip the highlighted text without making any changes and then search for the next occurrence, choose Next.
- To change all occurrences without reviewing them individually, choose Replace All.
- To skip the highlighted text without making any changes, and then stop the search, choose Stop.

When GrandView cannot find the search pattern, it displays this message at the bottom of the screen:

Search Match not Found

8. To end the search, choose Stop.

Wild Card Characters

Wild card characters are keystrokes that lets you search for several character patterns at once without specifying the exact contents of the pattern. For example, you may need information on a customer, but you can't remember if she spells her name "Peterson" or "Petersen." You can search for both "Peterson" and "Petersen" by using the question mark (?) wild card and searching for "Peters?n."

When you use a search pattern that contains wild cards, you must turn on the Match Pattern check box. This tells GrandView that you are using wild cards in the Find box. The wild cards are described individually in the sections that follow.

SEARCHING FOR LISTED ALTERNATIVES

The square brackets, ([]) and ([]), can enclose any set of alternatives in a search pattern. You can express a range of digits or characters using a dash (-). Each alternative must be a single character.

For example, if you want to find any single digit except 6, you can use one of the following search strings:

```
[012345789] OR
```

```
[0-57-9]
```

GrandView will look for 0 through 5 and 7 through 9.

If you want to find “Brian” or “Bryan,” use the following search string:

```
Br[iy]an
```

SEARCHING FOR ALTERNATE TEXT PATTERNS

The curly brackets ({ }) and ({ }) can enclose a text pattern of one or more characters. You can use several sets of alternate text patterns separated by a vertical bar (|).

For example, if you want to find all references to meetings, appointments, and telephone calls, you can use this search string:

```
{meeting}|{appointment}|{phone}|{call}
```

SEARCHING FOR ANY SINGLE CHARACTER

The question mark (?) stands for any single character. For example, if you want to find all the ways to spell “Peterson,” you can use this search string:

```
Pe?ers?n
```

With this search pattern, GrandView finds “Peterson,” “Petersen,” “Pederson,” and “Pedersen.”

SEARCHING FOR ANY SINGLE CHARACTER WITH SOME EXCEPTIONS

The tilde (~) stands for any single character except the characters immediately following it. You must enclose the tilde and the exception characters in square brackets ([]) and ([]). If you have more than one exception character, do not separate them with blank spaces or commas (,).

For example, to find last names ending in “ather,” but you don’t want to retrieve “Rather” or “Bather,” you can use this search string:

```
[~RB]ather
```

With this search pattern, GrandView may find “Lather,” “Mather,” and “Sather.”

SEARCHING FOR CHARACTERS THAT BEGIN A HEADLINE OR DOCUMENT

The less-than character (<) tells GrandView to search for a pattern that appears at the beginning of a headline or document. For example, to find a headline or document that begins with the words “Action Items,” you can use this search string:

```
<Action Items
```

SEARCHING FOR CHARACTERS THAT BEGIN A LINE

The percent sign (%) tells GrandView to search for a pattern that appears at the beginning of a line. GrandView examines the beginning of every headline and document line.

For example, to find a line that begins with the word “Urgent,” you can use this search string:

```
%Urgent
```

SEARCHING FOR CHARACTERS THAT END A HEADLINE OR DOCUMENT

The greater-than character (>) tells GrandView to search for a pattern that appears at the end of a headline or document. For example, to find a headline that ends with the words “Final Draft,” you can use this search string:

```
Final Draft>
```

SEARCHING FOR CHARACTERS THAT END A LINE

The dollar sign (\$) tells GrandView to search for a pattern that appears at the end of a line. GrandView examines the end of every line of multi-line headlines and documents.

For example, to find a line that ends with the word “completed,” you can use this search string:

```
completed$
```

SEARCHING FOR A RETURN OR TAB CHARACTER

To search for a Tab character, use this search pattern: `\t`

To search for a Return character, use this search pattern: `\n`

SEARCHING FOR SPECIAL CHARACTERS WHILE USING WILD CARDS

The back slash character (\) tells GrandView to search for a special character that is otherwise treated as a wild card. If you want to search for the back slash, type two back slashes in a row: `\\`

For example, you may want to search for the characters “>100.” Because “>” is a wild card, the back slash character tells GrandView to interpret the next character literally—not as a wild card. Your search pattern looks like this:

```
\>100
```


REFERENCE LIST OF WILD CARD CHARACTERS

[]	Encloses a set of alternative characters
{ }	Encloses alternate text patterns
	Separates one alternate text pattern from another
?	Matches any single character
[~]	Matches any single character except those listed in the square brackets
%	Matches a text pattern that appears at the beginning of a line
<	Indicates that the text pattern that follows must appear at the beginning of a headline or document
\$	Indicates that the preceding text pattern must appear at the end of a line
>	Indicates that the preceding text pattern must appear at the end of a headline or document
\	Indicates that the character that follows is not interpreted as a wild card
\t	Matches a Tab character
\n	Matches a Return character

FOR MORE INFORMATION ON	SEE ALSO
Finding the next occurrence of the text pattern	<i>Find Again</i>
Hoisting a suboutline	<i>Hoist</i>
Selecting a block using the Find/Replace command	<i>Mark Text</i>
Using Find/Replace with macros	<i>Macros</i>

FONT

LAYOUT MENU

The Font command is a submenu of commands that let you specify the font that you want to use for text in an outline. You can use any font supported by the GrandView printer driver that you install.

You can set fonts in three ways:

- You can set the default font. GrandView uses the default font for all new text that you type into an outline. If you change the default font in the middle of an outline, GrandView changes the font of all the text that you have already written, except text that you have selectively styled.
- You can select a block of text by using the Edit menu's Mark Text command, and you can change the font for the selected portion of your outline. You can set fonts individually in the text, headline labels, page numbers, headers or footers, and so on.
- You can assign the same font and style for all headlines of the same level with the Font By Level command. You can specify the font and style for up to eight levels in your outline by using the Font By Level command.



NOTE: *Fonts are stored in the printer drivers shipped with GrandView, not in GrandView itself. The type and number of fonts available to you will depend on the printer and printer driver you are using.*

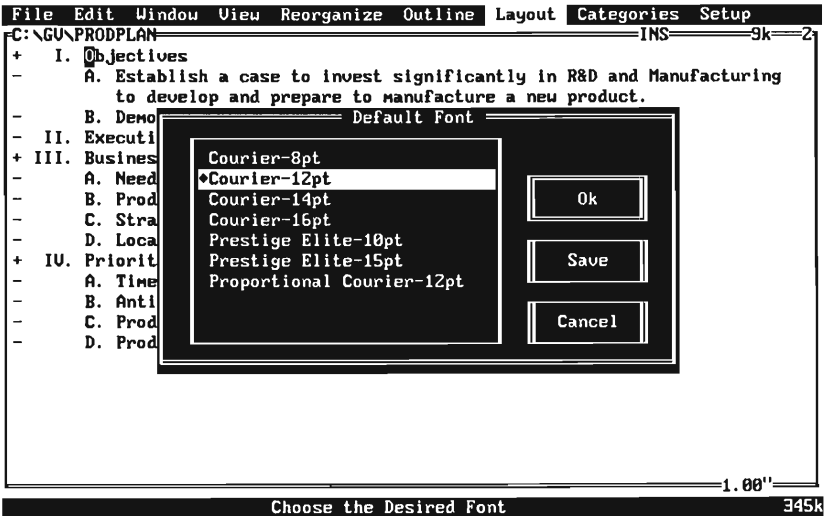
The Font Submenu

The Font command is a submenu with three commands:

Default Font	Specifies the font to use for all text in the outline. The font selected with the Default Font command is overridden by any settings that you make with the Marked Text Font or Font by Level commands.
Marked Text Font	Specifies the font to use for text selected with the Edit menu's Mark Text command. Fonts specified with the Marked Text Font command take precedence over the fonts selected with the Default Font and Font by Level commands.
Font by Level	Specifies the fonts to use for different headline levels. The fonts chosen with the Font by Level command are overridden by fonts specified with the Marked Text Font command.

Selecting a Default Font

When you choose the Default Font command from the Font submenu, GrandView displays this dialog box:



The Default Font dialog box

Font List	Specifies the fonts you can choose as the default font. The highlighted font is the current default font that GrandView uses for all new text that you type into the outline.
OK	Uses the default font that you have selected for the current outline only. This selection does not affect new outlines.
Save	Saves the font that you have selected as the new default font for all new outlines. GrandView uses this font every time that you type text into a new outline.
Cancel	Cancels the command and closes the dialog box.

When you change the default font, GrandView changes the font of all the text in the outline, except text that you have selectively styled with the Marked Text Font command. Each outline has its own default font. Changing the default font of one outline does not change the default font of other outlines.

To change the default font:

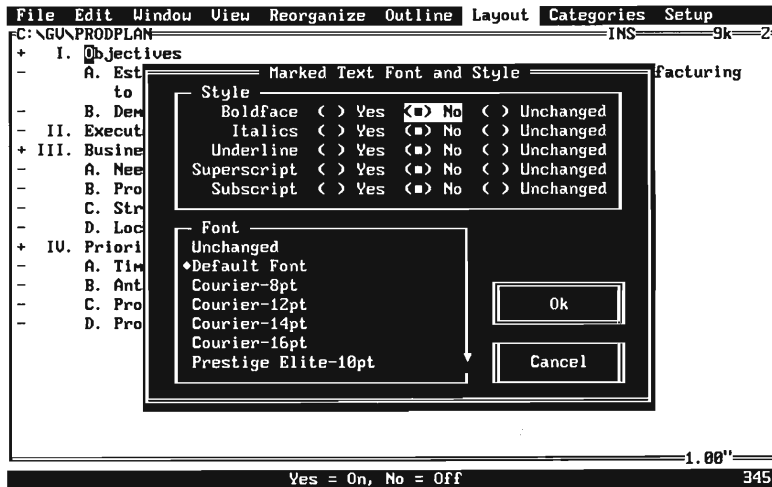
1. Choose the Default Font command from the Layout menu's Font submenu.
2. Select the new default font.
3. Choose one of three buttons:
 - To change the default font for the current outline only, choose OK.
 - To save the new default font for all new outlines, choose Save.
 - To cancel your change, choose Cancel.

Applying Fonts Selectively

If you have selected a block of text, you can change the font for that portion of text by using the Marked Text Font command. You can also use this command to change the style of the selected text (e.g., boldface, italics, underline, etc.).

To change the font of selected text, use the Marked Text Font command from the Font submenu.

When you choose the Marked Text Font command, GrandView displays this dialog box:



The Marked Text Font and Style dialog box

Style

Indicates if GrandView should add or remove a style, or leave an existing style unchanged. Use the radio buttons in this section to assign boldface, italic, underlined, superscript, or subscript text. You can assign multiple styles in any combination.

For each style:

- Choose the Yes radio button to add a style to the selected text.
- Choose the No radio button to remove a style from the selected text.

- Choose the Unchanged radio button if you are assigning a second style to a portion of text without removing the first style. For example, you might assign the italic style to one word in a line by selecting the word and choosing Yes for Italics. Later, if you decide to assign the boldface style to the entire line, you can select the line and choose Yes for Boldface and Unchanged for Italics. That way, you'll leave the settings for italics unchanged.

Font List

Specifies the fonts you can apply to the text that you have selected. The current font assigned to the selected text is indicated by a diamond. GrandView uses the Unchanged option when you have selected a block of text with a mix of different fonts. The Unchanged option allows GrandView to change another attribute of the text without changing the fonts.

OK

Assigns the new font and style to the text you selected.

Cancel

Cancels the command and closes the dialog box.



NOTE: *If you use a proportionally spaced font or you mix fonts of different widths on a single line, the screen will not look exactly like the printed page. A fixed-space screen cannot represent all fonts accurately, so aligning characters on the screen does not guarantee alignment on the printed page. In this case you must use the position indicator on the bottom line of the active window in order to line text up correctly from one line to the next. If you align characters by using the position indicator, GrandView will always align those characters on the printed page.*

To change the font or style for a portion of text:

1. Use the Edit menu's Mark Text command to select a portion of text in your outline.



NOTE: *Headlines and documents must be expanded before you assign fonts and styles. The Marked Text Font command does not affect collapsed headlines and documents.*

2. Choose Font from the Layout menu, and select the Marked Text Font command from the submenu. Or, you can press **Alt** **D**.

3. Choose the style that you want to assign to, or remove from, the selected text.
 - If you want to assign a particular style to the text, choose Yes.
 - If you want to remove a particular style from the text, choose No.
 - If you are assigning a second style to a portion of text, and you want to leave the first style unchanged, choose Unchanged.
4. Select the font that you want to assign to the text.
5. Choose OK to assign the new styles and font to the text, or choose Cancel to cancel the changes.

Changing Fonts by Outline Level

The Font by Level command lets you specify the font and style to use for text by level in an outline. For example, you might use this command to assign a larger bold font to the first level in your outline, and a smaller plain font to the rest of the levels in your outline. You can use any type of font for which you have installed the printer drivers in GrandView.

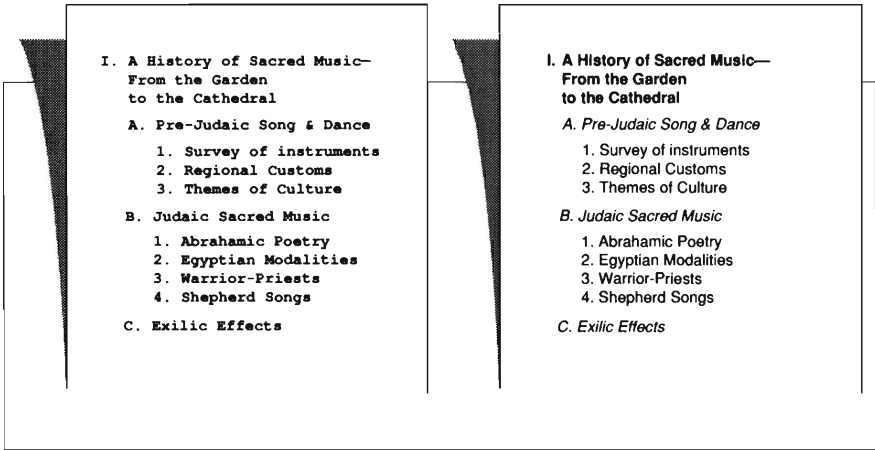
NOTE: *The Font by Level command affects both the headlines and the documents in your outlines.*

HEADLINE LEVELS

Each headline (and its attached documents) appears on a certain level in the outline. Each level has a level number that shows where it belongs in the outline. If you are viewing the entire outline, the top level is Level 1, the next level is Level 2, and so on.

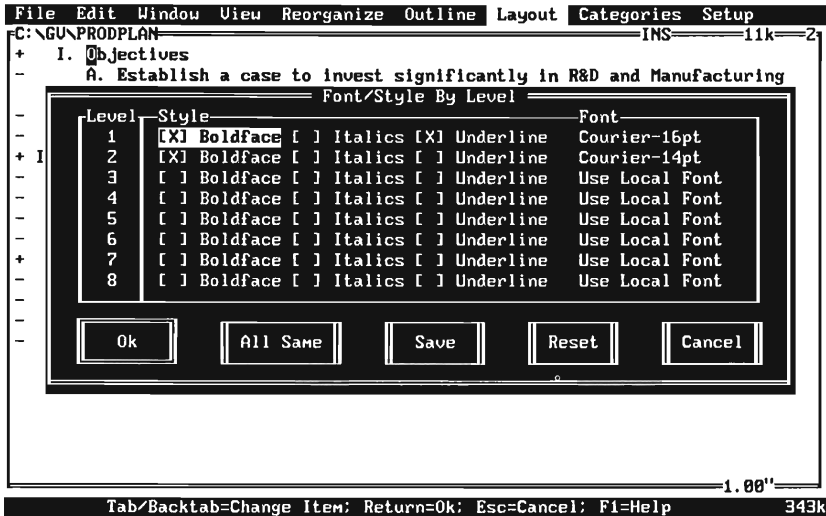
When you are using the Font by Level command, the scope of the command is always the entire outline. Regardless of the position of the cursor, or of whether the outline has been hoisted from the rest of the outline, Level 1 is always the headlines and documents at the first level in the outline. Level 2 is always the headlines and documents at the second level, and so on. If your outline has more than eight levels, Levels 9 and beyond use the same font and style as Level 8.

Font by level



When you choose Font by Level, GrandView displays this dialog box:

The Font and Style by Level dialog box



Level Represents the level for which you can change the font and font style.

Style Indicates the status of the style that you have set for a particular level. You can choose from Boldface, Italics, and Underline, or any combination of these styles.

Font	Indicates the font that you have chosen for the level that you are adjusting. The default is to display the level in the Default Font, as set with the Font and Style command from the Layout menu.
OK	Uses the settings that you have selected for the current outline only. This selection does not affect new outlines.
All Same	Indicates that the settings for all levels in your outline use the characteristics that you have filled in for Level 1.
Save	Saves the settings that you have made as the default settings for all new outlines. GrandView uses these settings every time that you open a new outline.
Reset	Reverts all the changes you have made in the settings, to those originally configured for the program. The Reset command does not revert to the last settings confirmed with the Save button.
Cancel	Cancels the command and closes the dialog box.

To change the font and font style by level:

1. Choose Font by Level from the Font submenu.
2. To change the font style settings for Level 1, use the arrow keys to move the cursor along the same line as the Level 1 item, and press spacebar to turn *ON* or *OFF* the Boldface, Italics, and Underline style options. An [X] will appear next to the item to indicate that it is *ON*.
3. To change the font settings for Level 1, press the Tab key to move the cursor to the Use Local Font item, and then press the spacebar. A list of the available fonts will be displayed.

Use the arrow keys to highlight the font that you want to use, and choose OK, or press ☐. Or, you can choose Cancel or press ☐ to close the dialog box.

- Repeat this procedure for each level that you want to change.
- You can choose the All Same button to tell GrandView to use the Level 1 settings for all subsequent levels.



If you have specified fonts and styles for Levels 1 through 8, all levels from Level 9 onward will automatically inherit the settings chosen for Level 8.

- When you have finished defining the font and style for each level, choose one of three buttons:
 - To change the font and style by level for the current outline only, choose OK.
 - To save the new font and style by level settings for all new outlines, choose Save.
 - To cancel your changes, choose Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Block commands for choosing headline font and style	<i>Mark Text</i>
Default font	<i>Font</i>
Font for headlines	<i>Font</i>
Headlines and documents	<i>Editing Headlines and Documents Outlines</i>
Levels of headlines	<i>Outlines</i>
Printer drivers	<i>Printer Setup</i>
Text styles	<i>Style</i>

GATEWAY TO DOS

FILE MENU



While you are using GrandView, you can choose Gateway to DOS to make a temporary exit to DOS.

When you choose Gateway to DOS, your outlines remain open in memory. GrandView remains in the background until you exit DOS and return to GrandView. You may want to use this command in these situations:

- To organize your outlines in a different directory, you can exit to DOS and create a new directory before using the Save As command to save your files to the new directory.
- To make a copy of your outline, you can exit to DOS and format a blank disk before using the Save As command to save your outline to the disk.
- To change the the date and time used in date stamps and time stamps, you can exit to DOS and change the system date and time.
- If your disk becomes full, you can exit to DOS and delete files that you no longer need. You can also do this without leaving GrandView by using the Delete Files command.


Before you use the Gateway to DOS command, note the following:

- The Gateway to DOS command is available only when you use GrandView as a stand-alone application; when you use GrandView as a memory resident application, the Gateway to DOS command is not available.
- Your system requires between 20K and 40K of free memory space, depending on the version of DOS used.
- The Gateway to DOS command should not be used to load any memory resident programs. For example, to redirect the printer output to a serial port with the DOS MODE.COM program, you should first quit GrandView.



To prevent any loss of information, be sure to save your outlines before choosing Gateway to DOS. If you use Gateway to DOS to run another program and forget that GrandView remains in the background when you turn off your computer, you will lose any unsaved changes in your outlines.

To make a temporary exit to DOS:

1. If your open outlines that contain unsaved changes, choose Save All from the File menu.
2. Choose Gateway to DOS from the File menu, or press  **F9**.
GrandView displays the DOS prompt.
3. Perform the DOS operation that you want.
4. To leave DOS and return to GrandView, at the DOS prompt, type

C> EXIT 



It is important to follow Step 4 to return to GrandView. Do not start GrandView again by typing GV at the DOS prompt. If you do so, a second copy of GrandView will be loaded into memory and may result in "Out of Memory" error messages.

FOR MORE INFORMATION ON

SEE ALSO

Saving outlines

*Save
Save As
Save All*

Using GrandView's
memory resident option

*Using GrandView as a Memory
Resident Application*

Using DOS commands

DOS reference manual

GATHER

REORGANIZE MENU

Alt G

The Gather command moves, copies, or clones the headlines that you have marked with the commands on the Reorganize menu's Mark submenu, or with the Edit menu's Find/Replace command. (Cloned headlines are identical headlines that are linked together. When you edit the text of one clone, GrandView changes the other clones automatically.) You can use Gather to place the gathered headlines in a new position in the outline.

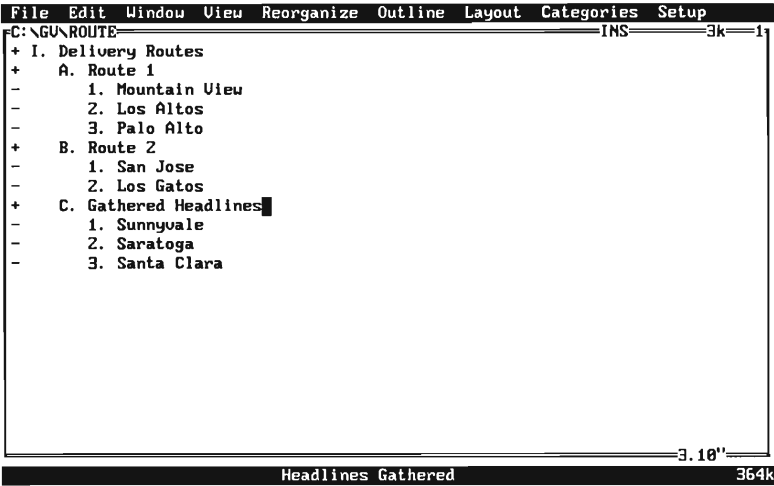
Suppose you operate a delivery business with two trucks and have listed your customers by route number and city. If you hire a third truck driver, you can use the Mark command to mark the names of customers that you want to include in the new route.



*Marked
Headlines*

You can use the Gather command to add a headline for the new route and to move the names of customers in the marked cities to the new headline.

Gathered Headlines



Delete the text of the headline named *gathered headlines*, and replace it with *Route 3*.

The Gather Dialog Box

When you choose Gather, GrandView displays this dialog box:

The Gather dialog box



Type	Shows the three ways that you can manipulate marked headlines.
Move Marks	Moves the marked headlines to a new position in the outline.
Duplicate Marks	Copies the marked headlines and places the copies together in a new position in the outline. (This option does not affect the Clipboard.) When you edit the text of a copied headline, you do not affect the original headline.
Clone Marks	Creates identical copies of the marked headlines and places the copies together in a new position in the outline. These copies are called clones, because GrandView maintains a link between them. When you edit the text of a cloned headline, GrandView automatically makes the same changes to all of its clones. Cloned headlines always have an ampersand (&) as the structure symbol.
Destination	Shows where you can place the headlines that you have cloned, moved, or duplicated.
New	Creates a new headline at the cursor position and gives it the title gathered headlines. The headlines that you have cloned, moved, or duplicated become subheadlines of the new headline. GrandView inserts the headline named gathered headlines below the current headline.
Subheads	Inserts the gathered headlines as subheadlines of the current headline.
Level	Inserts the gathered headlines below the current headline, but at the same level.
Gather	Clones, moves, or duplicates the marked headlines and places them at the destination that you have selected.
Cancel	Cancels the Gather command and closes the dialog box.

To gather marked headlines:

1. Use one of the commands on the Mark submenu (Headline or Subheads), or the Edit menu’s Find/Replace command, to mark the headlines that you want to clone, move, or duplicate.
2. Select the headline below or after which you want to place the gathered headlines.
3. Choose Gather from the Reorganize menu, or press **Alt** **G**
4. Choose the kind of gather that you want to perform.
 - To create clones of the marked headlines, choose Clone Marks.
 - To duplicate the marked headlines, choose Duplicate Marks.
 - To remove the marked headlines from their current positions and insert them somewhere else, choose Move Marks.
5. Choose the destination that you want to use.
 - To create a new headline and insert the gathered headlines as its subheadlines, choose New.
 - To insert the gathered headlines as subheadlines of the current headline, choose Subheads.
 - To insert the gathered headlines below the current headline but at the same level, choose Level.
6. Choose Gather.
7. If you have selected the *New* destination, type a new title to replace the headline named *gathered headlines*.

FOR MORE INFORMATION ON

SEE ALSO

Cloning headlines

Cloning Headlines

Marking headlines

Mark
Mark Subheads
Find/Replace

The Goto command is a submenu of the Edit menu, and features contains sixteen commands that move the cursor through your outline. The Goto commands move only the cursor; they do not move text, headlines, or documents. The Goto commands work particularly well when combined with other commands in macros.

The Goto submenu’s sixteen commands are:

Word Left	Moves the cursor to the previous word.
Word Right	Moves the cursor to the next word.
Begin Line	Moves the cursor to the beginning of the line.
End Line	Moves the cursor to the end of the line.
Begin Outline	Moves the cursor to the beginning of the entire outline.
End Outline	Moves the cursor to the end of the entire outline.
Up Headline	Moves the cursor up one headline, regardless of the level of the current headline.
Down Headline	Moves the cursor down one headline, regardless of the level of the current headline.
Begin Headline	Moves the cursor to the beginning of the headline.
End Headline	Moves the cursor to the end of the headline.

Parent Headline Moves the cursor to the current headline’s parent headline.

First on Level Moves the cursor to the first headline in the suboutline that is at the same level as the current headline.

Last on Level Moves the cursor to the last headline in the suboutline that is at the same level as the current headline.

Up on Level Moves the cursor to the previous headline in the suboutline that is at the same level as the current headline.

Down on Level Moves the cursor to the next headline in the suboutline that is at the same level as the current headline.

To use one of the Goto commands:

1. Choose Goto from the Edit menu.
GrandView displays the Goto submenu.
2. Use the arrow keys to select one of the commands, or press the two-letter code to the left of the menu. For example, to move the cursor to the end of the outline, press **E** **O**.

FOR MORE INFORMATION ON	SEE ALSO
Creating macros	<i>Macros</i>
Moving text	<i>Mark Text</i> <i>Copy</i> <i>Cut</i> <i>Paste</i>
Moving headlines and documents	<i>Move</i>

THE GRANDVIEW SCREEN

When you start GrandView and either create a new outline or open an existing outline, the following screen appears:

```
File Edit Window View Reorganize Outline Layout Categories Setup
C:\GUV\PLAN                               INS 11k 1
+ I. Objectives
-   A. Establish a case to invest significantly in R&D and Manufacturing
    to develop and prepare to manufacture a new product.
-   B. Demonstrate the business case for the new product.
+ II. Executive Summary
+ III. Business Justification
-   A. Need for the product
-   B. Product uniqueness
-   C. Strategic reasons for the product
-   D. Location of new markets
+ IV. Priorities for the Project
-   A. Time to market the product
-   B. Anticipated performance
-   C. Product pricing vs. cost
-   D. Product reliability
+ V. Risk Analysis
-   A. Identify sensitivities of key parameters to success
+ VI. Market Analysis
-   A. Target market segments
-   B. Application profiles
-   C. Target customer base
1.00"
Press / for Menus; Return to Create a New Headline; F1 for Help 361k
```

*A GrandView
outline*


GrandView is organized as a set of menus that appear on the menu bar at the top of the screen. Menu names are listed in the menu bar. When you pull down a menu, it displays a list of commands for you to choose from. For more information on choosing a command, see *Menus*, later in this guide.

GrandView displays information about outlines in the top and bottom borders of the window in which the outline is stored. The top window border shows the following items:

- ***The name of the file and its path.***

If the name of the outline and its path are longer than 35 characters, GrandView displays only the last 35 characters of the pathname.

- ***The kind of cursor currently used.***

When INS (insert) is in effect, information typed at the cursor position moves characters to the right to open up a space for the new information. When OVER (overtyping) is in effect, information typed at the cursor position writes over (and replaces) the existing characters. To switch between the two methods of data entry, press  on your keyboard. It works like a toggle.

- ***The current size of the file you are using.***

- ***The window number.***

GrandView displays outlines in the order in which they were opened. The first one opened is displayed on the bottom; the last one opened is the current outline. GrandView numbers the outlines in this same order—the first outline you opened is number one. You can open as many as nine outlines at once.

The bottom window border shows the position of the cursor, which is measured from the left edge of the printed page and includes the left print margin. The position of the cursor shows you how to line up text and helps you when you use proportionally spaced fonts or when you mix fonts of different widths within a line.

Messages appear in the status line at the bottom of the screen. If you're not sure what to do next, read this message for information and instructions. This line also indicates free memory available.

To use GrandView, you choose commands that tell GrandView what to do next. Some commands are performed as soon as you have chosen them. For others, GrandView displays a dialog box that lets you select and edit certain options before GrandView performs the command.

FOR MORE INFORMATION ON	SEE ALSO
Selecting dialog box options	<i>Dialog Boxes</i>
Using pull-down menus	<i>Menus</i>

HARVARD CHART

FILE MENU

The Harvard Chart command lets you quickly create Harvard Graphics slide shows or organization charts from GrandView outlines. With the commands on the Harvard Chart submenu you can do the following:

- Design a slide show presentation.
- Design an organization chart.
- Specify the settings that Harvard Graphics will use for each chart in the slide show or organization chart.
- Reference a master chart that you have created in Harvard Graphics so that each chart has a consistent look.
- Toggle back and forth between GrandView and Harvard Graphics to view the changes you have made.

The Harvard Chart submenu contains four commands:

<i>Slide Show</i>	Contains a submenu of commands that allow you to convert a GrandView outline into a series of charts for a Harvard Graphics slide show.
<i>Org Chart</i>	Converts a GrandView outline into a Harvard Graphics organization (org) chart.
<i>View Slide Show</i>	Automatically returns you to Harvard Graphics and displays the last slide show that you wrote in GrandView. The keyboard command for the View Slide Show is Alt F9 .
<i>View Org Chart</i>	Automatically returns you to Harvard Graphics and displays the last org chart that you wrote in GrandView. The keyboard command for the View Org Chart command is Ctrl F9 .

Slide Shows

Designing a Harvard Graphics slide show in GrandView is a three-step process. To create a slide show, do the following:

- Outline the presentation. The outline controls the organization of the presentation. Each first-level headline is the title of a slide, and its subheads are the bullet points. As you reorganize the outline, you automatically reorganize the presentation.
- Select or create the style that the slides will use. A style is a group of settings that include information about fonts, chart type, border type, etc. The slide show style controls the appearance of the slide show. As you change the slide show style, you change the appearance of the individual slides in the presentation.
- Write the slide show in Harvard Graphics format, using the outline and the style information that you have selected.

To create the presentation outline, you use GrandView's outlining features. To select the style options and to write the slide show in Harvard Graphics format, you use the commands on the Slide Show submenu.

Slide Show Submenu

The Slide Show submenu has five commands:

<i>Get Style</i>	Displays a list of saved styles.
<i>Save as Named Style</i>	Gives you options for a new style and allows you to name the current style and save it for later use.
<i>Customize Current Style</i>	Allows you to change the current style options. After changing the options, you can write the slide show with the new options or make the new style the default style.
<i>Set Default Style</i>	Makes the current style the style used for all new outlines.
<i>Write Slide Show</i>	Allows you to create a series of Harvard Graphics charts from the current outline.

Each of the commands in the Slide Show submenu will be discussed in detail in the following sections.

Outlining Presentations

An outline is converted to a Harvard Graphics slide show by translating the outline hierarchy into a series of slides. GrandView uses the following conventions when converting an outline into a presentation:

- The first Level 1 headline becomes the title of the slide show. This information does not actually appear in the slide show. Harvard Graphics uses the slide show title as the description in its Select Slide Show screen.

NOTE: *If the outline has multiple Level 1 headlines, only the first one is used for the presentation.*

- Each headline beneath the Level 1 headline becomes the title for a slide, with its subheads as the bullet points on the slide.
- The first line of the headline is the title of the chart. If the headline has a second line, it is used for the subtitle of the chart. If the headline has a third line, it is used for the footnote of the chart. GrandView uses only the first three lines of a headline; subsequent lines are ignored.

NOTE: *GrandView considers the first line as all the text preceding the first carriage return, the second line as all the text between the first and second carriage returns, and so on. Titles, subtitles, and footnotes in Harvard Graphics may contain only one line of text. If the amount of text exceeds the length that Harvard Graphics can accommodate, it will be truncated.*

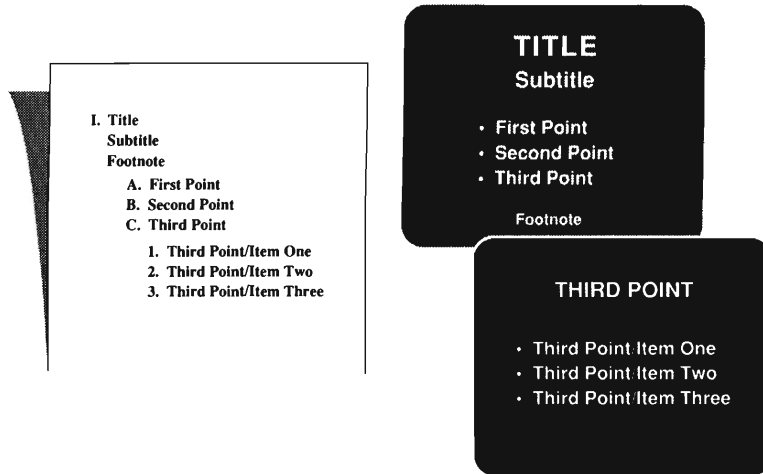
TIP: *Since only the first three lines of a headline are used for the chart title, subtitle and footnote, you can use additional lines to store comments about the slide. These lines do not become part of the slides.*

- If a subhead also has subheads, another slide will be created; each slide uses the headline as the title and subheads as the list of bulleted points.
- The entire outline is always used, regardless of the cursor position.

NOTE: *If you have used the Hoist command to isolate part of the outline, only the hoisted part of the outline will be used for the presentation.*

- All headlines are used for the presentation, regardless of whether they are expanded or collapsed.

The following illustration shows a sample outline and the resulting slides:



Creating and Using Slide Show Styles

After you have outlined the presentation, you can use slide show styles to specify how each chart in the presentation looks. A slide show style is a collection of options that affect the appearance of the slide. The options that you specify with a slide show style are as follows:

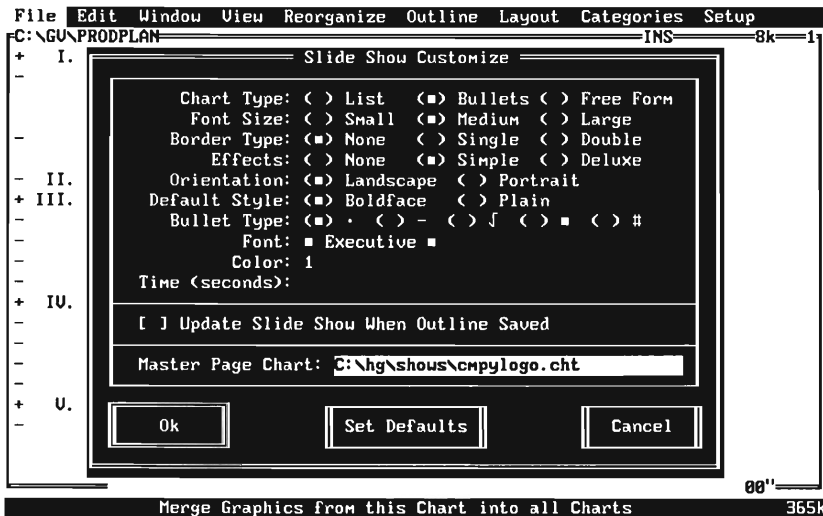
- Type of chart created (list, bullet, or free form)
- Font and font size used for the text in the slide
- Type of border used when the chart is printed
- Visual effects used in the transition from one slide to another in a live screen show
- Orientation of the slides (landscape or portrait)
- Default font style (bold or italic)
- Bullet type used
- Text color used
- Time between slides in a live screen show

Instead of setting these parameters for each slide individually (as you would in Harvard Graphics), you can specify the settings once in GrandView. When you use a slide show style, GrandView applies the style settings to each chart that it creates for the presentation.

In addition to specifying the slide show settings, you can also use slide show styles to reference a master page chart that you created in Harvard Graphics. By using a master page chart, all of the charts in the presentation will have a consistent look. For example, you can use Harvard Graphics to create a master page chart with your company name and logo in the bottom right-hand corner. When you include the chart's filename in the slide show style, GrandView will automatically use that chart as a template for all the charts in the presentation. Each chart in the presentation will have your company name and logo in the bottom right-hand corner.

CREATING SLIDE SHOW STYLES

To create a slide show style, you use the Customize Current Style command on the Slide Show submenu. When you choose Customize Current Style, GrandView displays the Slide Show Customize dialog box:



The Slide Show Customize dialog box

Chart type Indicates the type of chart that is created.

List Creates a chart containing a series of items with no labels or bullets in front of the items. Text on a list chart is centered.

Bullet Creates a chart with a series of items and places a label or number in front of each item on the list. Text on a bullet chart is left-justified.

Free Form Creates a chart containing a series of items with no labels or bullets in front of the items. Text on a free form chart is left-justified. You can use the free form chart type to create a chart with columns.

Font Size Provides three options for specifying the font size of the title, subtitle, footnote and text of the slides. (The options are listed below.) Harvard Graphics calculates font size as a percentage of page size. It accepts numbers from 1 to 99.9 for the calculation. For more information on how font sizes are calculated, see Harvard Graphics documentation.

Small Sets the title to 6, the subtitle to 4, the text to 4.5, and the footnote to 3.5.

Medium Sets the title to 8, the subtitle to 6, the text to 5.5, and the footnote to 3.5.

Large Sets the title to 10, the subtitle to 6, the footnote to 3.5, and the text to 7.

Border Type Indicates the type of border to print on the slide. Borders are used only if the slides are printed. Slides without borders print faster than slides with borders.

None Specifies that no border should print on the slides.

Single Specifies that a single-line border should print on slides.

Double Specifies that a double-line border should print on slides.

Effects Indicates the sequence of transition effects used in live screen shows when changing from one slide to another.

None Indicates that no transition effects will be included in screen shows.

Simple Uses left to right wipes for all transitions.

Deluxe Uses an variety of transition effects. After the eighth slide, the sequence of transition effects repeats.

Orientation Specifies if the slides are oriented horizontally or vertically.

Landscape Uses a horizontal orientation.

Portrait Uses a vertical orientation.

Bullet Type Indicates which type of label to use in bullet charts.

• Uses round bullets for labels

– Uses dashes for labels

√ Uses check marks for labels



Harvard Graphics automatically converts check marks to hyphens for on-screen slide shows when small fonts are used. When you print the slides, however, Harvard Graphics uses the check marks, not the hyphens.

■ Uses square bullets for labels

Uses consecutive numbers (starting with 1) for labels

Font Specifies the font to use for the title, subtitle, text, and footnote of each chart. To display a list of fonts available, press **Spacebar**. Use the arrow keys to select the font, and choose OK. Choose Cancel to return to the Slide Show Customize dialog box without changing the font.



This option controls the font of both the text generated by GrandView and any text included on the master page chart. you created in Harvard Graphics.

Color Indicates the color to use for the text in the slide show. Enter a number from 1 to 16. The background color is a global setting in Harvard Graphics. To change it, you use the Color Palette command on the Harvard Graphics Setup menu.

Time Specifies the amount of time, in seconds, that each slide is displayed in a screen show. If you don't enter a time, Harvard Graphics will pause at each slide until you press a key.

Update Slide Show When Outline Saved Indicates whether GrandView should update the slide show charts when you save the file. If this option is *ON*, GrandView automatically rewrites the slide show charts with the revisions made to the outline each time you save the file. If the option is *OFF*, GrandView does not update the file unless you choose the Write command from the Slide Show submenu.

Master Page Chart Designates a Harvard Graphics chart to use as a template for all slides. Graphics, text, and borders used on a master page chart are included on each slide in the presentation. You can also use the master page chart to automatically scale the slides to a specific size or position on the page. When you create the master page chart in Harvard Graphics, use the Size/Place command (**F7**) to specify the size and placement of your slides. Use of this feature is optional. For more information on designing master page charts, see *Creating Master Page Charts*, later in this section.



Master page charts are files that you create in Harvard Graphics, not in GrandView.

OK Saves settings as the current style and returns you to the Slide Show submenu.

Set Defaults Makes current settings the default settings for all new outlines. Styles used in existing outlines or slide shows are not affected.

Cancel Cancels the command and closes the dialog box.

To create a slide show style:

1. Choose the Customize Current Style command from the Slide Show submenu.
2. Choose the options that you want to include in the style:
 - To choose a radio button, press ☐ or ☐.
 - To choose a check box, press ☐.
 - To display the font list, select the font option, and press ☐.
 - To designate a master page chart, enter the eight-letter filename of the Harvard Graphics chart that you want to use. You do not need to enter the extension; GrandView automatically enters it for you. If the master page chart is in a different directory than GrandView, you must include its pathname.
3. When you have finished, choose OK. GrandView returns you to the Slide Show submenu.

Creating Master Page Charts

One of the biggest benefits of using GrandView to create a Harvard Graphics presentations is the ability to specify a master page chart. A master page chart is a chart that GrandView uses as a template for each of the slides it produces from your outline. Master Page Charts help you to:

- Insure a consistent format and style from one slide to the next
- Guarantee consistent size and placement of text
- Save you time by automatically placing common elements on each slide in the presentation

For example, to create a presentation that includes your company's name and logo on each slide, you do the following:

- Create a chart in Harvard Graphics that includes the name and logo of your company. You will use this chart as the master page chart. It should include only the objects that you want on every chart; it should not include any text for the presentation.



*When you create this chart, you can use the Harvard Graphics Size/Place command to specify the area on the chart where you want the text of the presentation to go. (Press **F7**) at the main menu of Harvard Graphics.) For example, you might want the text to fit within a rectangular box on the master chart.*

- Outline the presentation in GrandView.
- Choose a slide show style with the Get Style command, or create a new style with the Customize Current Style command.
- Choose the Customize Current Style command to specify the name of the master page chart that you want GrandView to use. You must include the path of the chart if it is not in the same directory as GrandView.
- Write the slide show by choosing the Write Slide Show command from the Slide Show submenu. GrandView converts your outline into a series of slides, using the master page chart that you have specified as a template for each slide.

Master page charts may include text, graphics, lines, borders, and any other information that you create in the Draw/Annotate module of Harvard Graphics. To ensure proper placement of text on your slides, you can use the Harvard Graphics Size/Place command to specify where the slide's text should be placed. (Press **F7**) at the main menu of Harvard Graphics).

When you use GrandView to create a slide show that uses a master page chart, any text on the master page chart will appear in the same font that you have specified for the slides in the GrandView's Customize Slide Show dialog box.

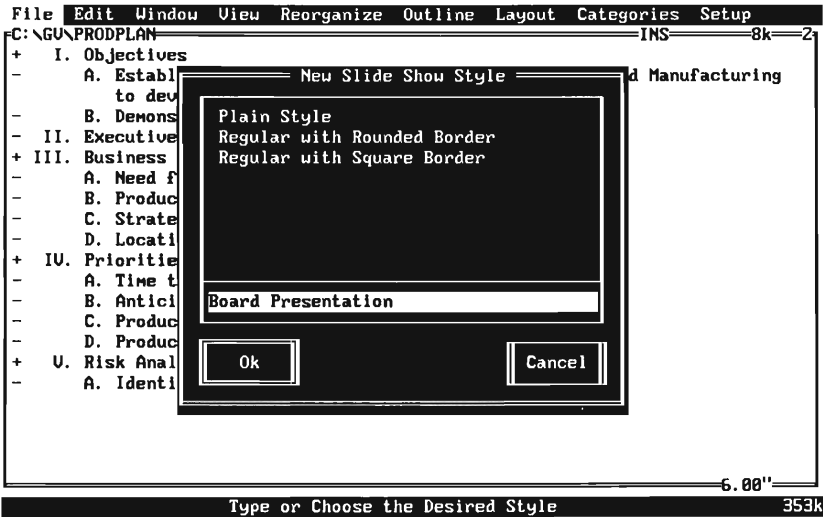
Saving Slide Show Styles

When you use the Customize Current Style command to create a slide show, GrandView saves the style with the outline. If you want to use a style with other outlines, you must save it as a named style. To save a style you use the Save as Named Style command, on the Slide Show submenu.

To save the current style as a named slide show style:

- 1. Choose the Save as Named Style command from the Slide Show submenu (located on the File menu's Harvard Chart submenu).

GrandView displays the New Slide Show Style dialog box:



The New Slide Show Styles dialog box

Slide Show Styles Lists the slide show styles you have created with the Save as Named Style command as well as This box also lists several preconfigured slide show styles that are shipped with GrandView.

Style Name Field Allows you to enter a name for the current style.

OK Saves the current style with the name you indicated and returns you to the outline.

Cancel Cancels the procedure and returns you to the Slide Show submenu.

2. Enter a name for the style or choose an existing style.



If you choose an existing style name, Grand/view will overwrite the existing style with the new settings that you have chosen in the Save as Named Style dialog box.

3. To save the style with the name you entered, choose OK, or press r.
To cancel the command, choose Cancel

Selecting Slide Show Styles

To specify the slide show style that you want to use for your presentation, choose the Get Style command from the Slide Show submenu. When you choose Get Style, GrandView displays the Select Slide Show Style dialog box:

The Select Slide Show Style dialog box



Slide Show Styles

Lists the styles that you created with the Save as Named Style command. This box also lists several preconfigured slide show styles that are shipped with GrandView.

OK

Retrieves the selected slide show style and returns you to the Slide Show submenu.

Delete Removes the selected slide show style.



Cancel Cancels the command and closes the dialog box.

Last Style Used Lists the last slide show style that you selected.



There is no visible effect on an outline when you select a slide show style. The slide show style affects only the Harvard Graphics charts that are created when you choose the Write Slide Show command.

To select a slide show style:

1. Choose Get Style from the Slide Show submenu.
GrandView displays the Slide Show Styles dialog box.
 2. Use  and  to select the slide show style that you want to use.
 3. Choose OK.
-

To delete a slide show style:

1. Choose Get Style from the Slide Show submenu.
GrandView displays the Slide Show Styles dialog box.
2. Use the arrow keys to select the slide show style that you want to remove.
3. Choose Delete.

For more information on *Writing Slide Shows*, see the next section.

Writing Slide Shows

After you have outlined your presentation and have created or chosen a style, you are ready to create Harvard Graphics charts. To convert a GrandView outline into a Harvard Graphics slide show, use the Write Slide Show command on the Slide Show submenu.

When you choose the Write Slide Show command in an outline, GrandView displays the Slide Show Filename dialog box, where you can enter a name for the slide show.

**The Slide Show
Filename dialog
box**



When GrandView writes a slide show, it actually creates a series of Harvard Graphics charts. The filename of each chart is a combination of the first six letters of the slide show filename that you entered in the Slide Show Filename dialog box, and a two-digit number. The two-digit number corresponds to the slide's position in the slide show. GrandView also adds the .CHT file extension that Harvard Graphics requires. For example, if you have a slide show with three slides, and you enter the name SHOW in the Slide Show Filename dialog box, GrandView creates a slide show with the following files:

FILENAME	POSITION
SHOW01.CHT	First Slide
SHOW02.CHT	Second Slide
SHOW03.CHT	Third Slide

NOTE: *If the slide show name that you specify is longer than six characters, GrandView will ignore the seventh and eighth characters. For example, if you name a slide show LECTURE, GrandView will create charts with the names LECTUR01.CHT, LECTUR02.CHT and LECTUR03.CHT.*


If you have written the slide show once, GrandView displays the Slide Show filename dialog box with the filename you used the last time the slide show was written. You can edit the name of the slide show or you can use the same name you used previously. If you use the same name, GrandView will display a prompt asking if you want to overwrite the existing slide show file.

In addition to using the Write Slide Show command, you can also write slide shows by following either of these procedures:

- Use the View Slide Show command. The View Slide Show command is discussed later in this section.
- Save the outline. When you use a slide show style with the option Update Slide Show When Outline Saved turned ON, GrandView automatically rewrites the slide show every time you save the outline.

NOTE: *If the option is turned OFF, saving the outline will not write the slide show.*

To write a slide show to Harvard Graphics Format:

1. Choose Write Slide Show from the Slide Show submenu.
GrandView displays the Slide Show Filename dialog box.
 2. Enter a filename, and press .
- GrandView displays the name of each chart that it is writing in the status line at the bottom of the screen . When GrandView has finished writing the charts, it returns you to the outline.

Viewing Slide Shows


The View Slides command allows you to toggle back and forth between an outline in GrandView and the corresponding slide show in Harvard Graphics. View Slides lets you see how the changes that you are making in GrandView are affecting the slide show in Harvard Graphics. When you choose the View Slides command, GrandView switches to Harvard Graphics and displays the slide show that you modified in GrandView. This feature makes it very convenient to update your slide shows: A single key toggles you back and forth between the outline and the slide show.

To use the View Slides command, you must have

- GrandView running memory resident, AND
- Harvard Graphics running in the background.

The View slides command is not available until both of these conditions are met.








For your convenience, GrandView includes a utility program, GVHG.COM, that loads GrandView in memory (using the GVLOAD program) and then loads Harvard Graphics. To use the GVHG.COM program, type GVHG  at the DOS prompt.



To toggle back and forth between an outline and a slide show:

1. At the GrandView subdirectory's DOS prompt, type

```
c:\gv> GVHG 
```

The GVHG program loads GrandView (using GVLOAD) and Harvard Graphics.

2. Press    to return to GrandView, and open the outline of the slide show that you want to modify.
3. Using the commands on the Slide Show submenu, modify the slide show. You can modify the slide show by
 - selecting a different slide show style
 - creating and using a new slide show style
 - modifying and using an existing slide show style
 - reorganizing the outline of the slide show
4. To view your changes in Harvard Graphics, press  , or choose View Slide Show from the Harvard Chart submenu.

GrandView switches to Harvard Graphics and displays the slide show with the modifications you have made.
5. When you have finished reviewing your changes in Harvard Graphics, press   again to return to GrandView.

Org Charts

Designing a Harvard Graphics org chart in GrandView is a two-step process. To create an org chart:

- Create an outline of the organization.
- Select the options that you want GrandView to use when creating the org chart. After you have selected the options, GrandView transforms your outline into a Harvard Graphics org chart.

To create the outline of the organization, you use GrandView's outlining features. To specify the options that you want GrandView to use when it creates the chart, you use the Org Chart command on the Harvard Chart submenu.

NOTE: *If you have created an org chart in Harvard Graphics that you want to modify in GrandView, you can use GrandView's Import command to convert the org chart into an outline. For more information on importing, see **Import**.*

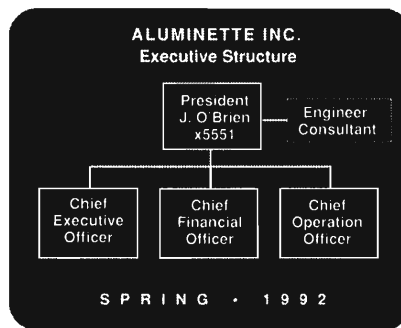
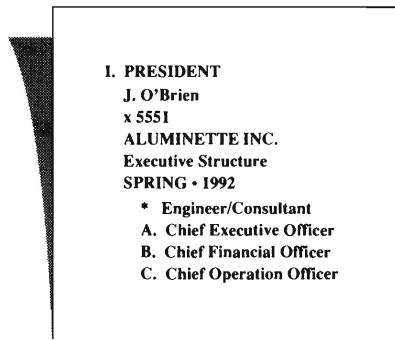
Creating Org Charts

An outline is converted into a Harvard Graphics org chart by translating the outline hierarchy into an org chart hierarchy. GrandView uses the following conventions when converting an outline into an org chart:

- The first line of each headline becomes a name in the org chart.
- The second line of each headline becomes the title associated with the name.
- The third line of each headline becomes the comment associated with the name.
- For the home headline only, the fourth line becomes the title of the org chart, the fifth line becomes the subtitle, and the sixth line becomes the footnote.
- For headlines other than the home headline, lines following the third line are not used in the org chart and may be used to store notes about the org chart.
- Only the cursor suboutline is used to create the org chart.

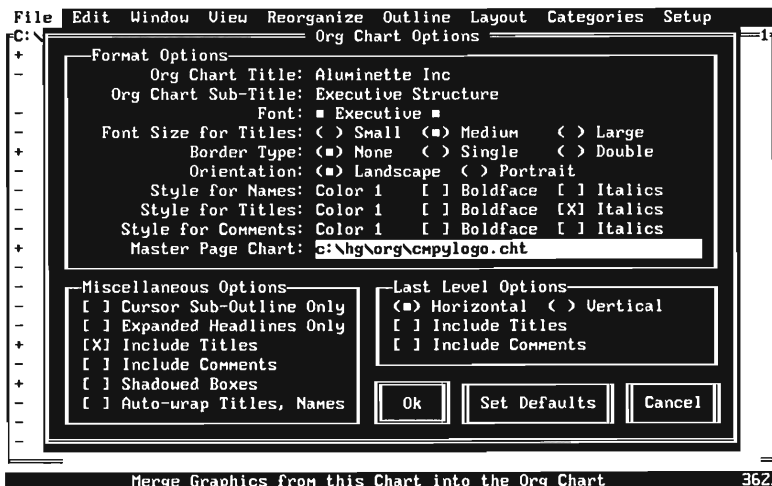
- If the outline has multiple-home headlines (i.e., first level headlines), only the first suboutline is used for the org chart.
- Headlines that begin with an asterisk (*) are placed in staff positions to their parent headlines.

The following illustration shows a sample outline and the resulting org chart:



*From a
GrandView
outline to a
Harvard
Graphics org
chart*

When you choose Org Chart from the Harvard Chart submenu, GrandView displays the Org Chart Options dialog box:



*The Org Chart
Options dialog
box*

Org Chart Title Indicates the title of the org chart. This field is blank when there is no fourth line in the home headline. If the home headline has a fourth headline, its text appears in this field. You can change the text or leave it as it is.



If you change the text of the title in the dialog box, GrandView will update the outline as well.

Org Chart Sub-Title Indicates the subtitle of the org chart. This field is blank when there is no fifth line in the home headline. If the home headline has a fifth line, its text appears in this field. You can change the subtitle or leave it as it is.



If you change the text of the title in the dialog box, GrandView will update the outline as well.

Font Specifies the font to use for the text of the org chart. To display a list of fonts available, press **Spacebar**. Use the arrow keys to select the font, and press **←**. Press **Esc** to return to the Org Chart Options dialog box without changing the font.

Font Size for Title Provides three options for specifying the font size of the title, subtitle, and footnote in the org chart (the options are listed below). Harvard Graphics calculates font size for the titles as a percentage of page size. It accepts numbers from 1 to 99.9 for the calculation. Harvard Graphics automatically calculates the font size for the org chart's names, titles, and comments; the font size for these items cannot be specified by the user. For more information on how font sizes are calculated, see the Harvard Graphics documentation.

Small Sets the title to 6, the subtitle to 4, and the footnote to 3.5.

Medium Sets the title to 8, the subtitle to 6, and the footnote to 3.5.

Large Sets the title to 12, the subtitle to 8, and the footnote to 3.5.

Border Type	Indicates the type of border to print on the org chart. Borders appear only when you print the org chart. Org charts without borders print faster than org charts with borders.
<i>None</i>	Specifies that no border should print on the org chart.
<i>Single</i>	Specifies that a single-line border should print on the org chart.
<i>Double</i>	Specifies that a double-line border should print on the org chart.
Orientation	Specifies whether the chart should be oriented horizontally or vertically.
<i>Landscape</i>	Uses a horizontal orientation.
<i>Portrait</i>	Uses a vertical orientation.
Style for Names	Specifies the color and style of the text used for names.
<i>Color</i>	Indicates the color to use for names. Enter a number from 1 to 16. For information on which colors correspond to the numbers, consult the Harvard Graphics documentation.
<i>Boldface</i>	Specifies boldface or plain text for names. Turn this option <i>ON</i> for boldface, <i>OFF</i> for plain text.
<i>Italics</i>	Specifies italics or plain text for names. Turn this option <i>ON</i> for italics, <i>OFF</i> for plain text.

Style for Titles Specifies the color and style of the text used for titles.

<i>Color</i>	Indicates the color to use for titles. Enter a number from 1 to 16. For information on which colors correspond to the numbers, consult the Harvard Graphics documentation.
<i>Boldface</i>	Specifies boldface or plain text for titles. Turn this option <i>ON</i> for boldface, <i>OFF</i> for plain text.
<i>Italics</i>	Specifies italics or plain text for titles. Turn this option <i>ON</i> for italics, <i>OFF</i> for plain text.

Style for comments Specifies the color and style of the text used for comments.

<i>Color</i>	Indicates the color to use for comments. Enter a number from 1 to 16. For information on which colors correspond to the numbers, consult the Harvard Graphics documentation.
<i>Boldface</i>	Specifies boldface or plain text for comments. Turn this option <i>ON</i> for boldface, <i>OFF</i> for plain text.
<i>Italics</i>	Specifies italics or plain text for comments. Turn this option <i>ON</i> for italics, <i>OFF</i> for plain text.

Master Page Chart Designates a Harvard Graphics chart to use as a template for the org chart. Graphics, text, and borders used in a master page chart are included on the org chart. You can also use the master page chart to automatically scale the org chart to a specific size or position on the page. When you create the master page chart in Harvard Graphics, use the Size/Place command to specify the size and placement of your org chart (press **F7** at the Harvard Graphics main menu). Use of the master page chart is optional. For more information on designing master page charts, see *Creating Master Page Charts*, in the Slide Show section (master page charts are the same for org charts and slide shows).

Cursor Sub-Outline Only

Specifies how much of the outline to use when creating the org chart. If this option is *ON*, GrandView will use only the cursor suboutline to create the org chart. If the option is *OFF*, GrandView will use the entire outline for the org chart.



If you are using an outline with more than one home headline, and this Cursor Sub-Outline Only option is turned OFF, GrandView will use only the first suboutline; an org chart can have only one name at the top level.

Expanded Headlines Only

Indicates how much of the outline to use. If this option is turned *ON*, GrandView will use only those headlines that are visible; headlines that are hidden from view (collapsed) will not be used for the org chart. If this option is turned *OFF*, GrandView will use all headlines in the outline, regardless of whether they are visible or not.

Include Titles

Allows you to choose to include or exclude titles of individuals on the org chart. If this option is *ON*, titles are included. If it is *OFF*, titles are excluded.

Include Comments

Allows you to choose to include or exclude comments of individuals on the org chart. If this option is *ON*, comments are included. If it is *OFF*, comments are excluded.

Shadowed Boxes

Specifies the kind of boxes to use in the org chart. When this option is *ON*, the boxes have shadows. When it is *OFF*, they do not have shadows.

Auto-wrap Titles, Names

Indicates whether or not to wrap the text of long names and titles in the org chart.

<i>Last Level Options</i>	Specifies settings that apply only to the last level of the org chart.
<i>Horizontal</i>	Indicates that the last level of the org chart should be drawn horizontally.
<i>Vertical</i>	Indicates that the last level of the org chart should be drawn vertically.
<i>Include Titles</i>	Allows you to choose to include or exclude titles of individuals on the last level of the org chart. If this option is <i>ON</i> , titles are included. If it is <i>OFF</i> , titles are excluded.
<i>Include Comments</i>	allows you to choose to include or exclude comments of individuals on the last level of the org chart. If this option is <i>ON</i> , comments are included. If it is <i>OFF</i> , comments are excluded.
<i>OK</i>	Creates a Harvard Graphics org chart from the outline, with the options that you selected in this dialog box.
<i>Set Defaults</i>	Makes the current settings the default settings for all new outlines. Org charts that already exist are not affected. The dialog box remains open after you have chosen this button.
<i>Cancel</i>	Cancels the command and closes the dialog box.

To create a Harvard Graphics org chart:

1. Use GrandView's outlining features to create an outline of the organization.
2. Choose the Org Chart command from the Harvard Chart submenu.

3. Choose the options that you want for your org chart:
 - To choose a radio button, press ☐ or ☐.
 - To choose a check box, press ☐.
 - To display the font list, select the font option, and press ☐.
 - To designate a master page chart, enter the eight-letter filename of the Harvard Graphics Chart that you want to use. You do not need to enter the extension; GrandView automatically enters it for you.
4. When you have finished, choose OK. GrandView displays the Org Chart Filename dialog box:



The Org Chart Filename dialog box

5. Enter an eight-letter filename, and press ☐.
- As GrandView writes the name of the org chart, it also displays the name in the status line at the bottom of the screen.

View Org Chart

The View Org Chart command is very similar to the View Slide Show command. It allows you to toggle back and forth between an outline in GrandView and the corresponding org chart in Harvard Graphics. It lets you see how the changes that you are making in GrandView are affecting the org chart in Harvard Graphics.

As with the View Slides command, the View Org Chart command requires that you have

- GrandView running in memory resident mode, AND
- Harvard Graphics running in the background.

The View Org Chart command is not available until both of these conditions are met.






Use the GVHG.COM program to load both GrandView and Harvard Graphics. For more information on the GVHG.COM program, see its description in "View Slides", earlier in this section.

To toggle back and forth between an outline and an org chart:

1. At the GrandView subdirectory's DOS prompt, type

```
c:\gv> GVHG 
```

The GVHG program loads GrandView (using GVLOAD) and Harvard Graphics.

2. Press    to return to GrandView, and open the outline of the slide show that you want to modify.
3. Modify the org chart by
 - reorganizing the outline, and/or
 - changing the Org Chart Options

4. To view your changes in Harvard Graphics, press **Ctrl F9**, or choose View Org Chart from the Harvard Chart submenu.

GrandView switches to Harvard Graphics and displays the org chart with the modifications you have made.

5. When you have finished reviewing your changes in Harvard Graphics, press **Ctrl F9** again to return to GrandView.

FOR MORE INFORMATION ON	SEE ALSO
Creating Outlines	<i>Outlines</i>
Home Headlines	<i>Outlines</i>
Turning multiple-home headlines on and off	<i>Preferences</i>
Isolating suboutlines	<i>Hoist</i>
Creating outlines from existing Harvard Graphics org charts	<i>Import</i>
Running GrandView in memory resident mode	<i>Using GrandView as a Memory Resident Application</i>

HEADERS/FOOTERS

LAYOUT MENU

A header is text that appears in the top margin on every page of an outline. A footer is text that appears in the bottom margin of every page. The Headers/Footers command is a submenu with five commands used for creating headers and footers:

<i>Automatic</i>	Lets you specify the components (date, page number, headline, text, etc.) that you want included in the outline's headers and/or footers. You can also specify the placement of the components.
<i>Regular Custom Header</i>	Lets you create headers from text that you enter.
<i>Regular Custom Footer</i>	Lets you create footers from text that you enter.
<i>Special Custom Header/Footers</i>	Lets you create different headers and footers for odd and even pages. You can also use this command to create separate headers and footers for the first page of your outline, or to eliminate the header and/or footer from the first page.
<i>Insert Page Number</i>	Places a page number tag in a header or footer that you create with one of the Custom Headers/Footers commands. When you print the outline, this tag changes to the actual page number.

Automatic Headers and Footers

The Auto Headers/Footers command gives you a fast way to create a header or footer.

GrandView lets you choose the components for your headers or footers and then automatically positions them for you on each page. You can specify any of these components:

- Current date
- Text of the headline
- Page number

GrandView prints the automatic header or footer in the default font that you have specified with the Font command on the Layout menu. GrandView is preset to print a header one-half inch from the top of the page and a footer one-half inch from the bottom of the page. The left and right margins are both preset at one inch.

To change the position of an automatic header or footer, you use the Page Margins command on the Layout menu. The vertical position of an automatic header or footer is controlled by the Header and Footer margins. The horizontal position of an automatic header or footer is the same as the rest of the text on a page; it is controlled by the left and right page margins.



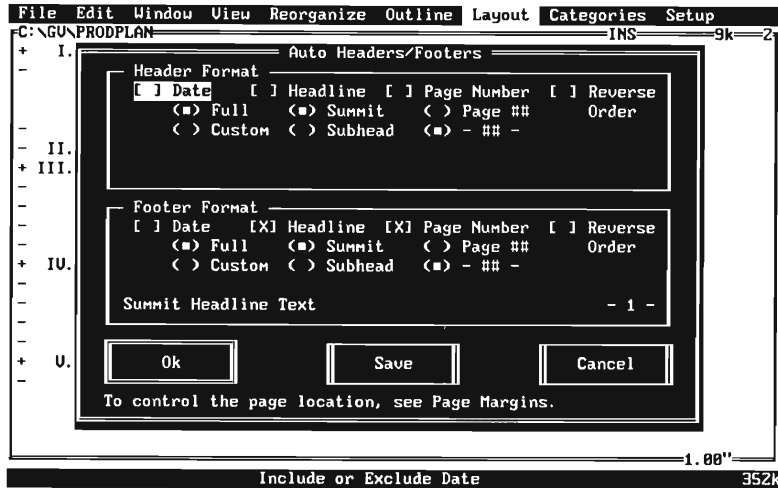
*GrandView prints headers and footers within the top and bottom print margins set with the Page Margins command. When you want to change the vertical position (the distance from the top or bottom of the page) of a header or footer, be sure to specify a distance that will place the header within the top page margin or the footer within the bottom page margin. For example, if you want GrandView to print a header one inch from the top of the page, the top print margin in the **Page Setup** dialog box must be greater than one inch—otherwise, GrandView will not print the header.*

If you want additional control over the content, appearance, and position of a header or footer on a printed page, you can use one of the Custom Headers/Footers commands. For example, you can choose Custom Headers/Footers when you want multi-line headers or footers that contain specific text.

When you use the Automatic command to create or modify automatic headers and footers, GrandView automatically sets the Header and Footer options in the Print Options dialog box to Auto. The next time you print, GrandView will include the automatic headers and/or footers that you have specified. To turn off the automatic headers and footers, change the settings in the Print Options dialog box from Auto to None.

When you choose Automatic from the Headers/Footers submenu, GrandView displays this dialog box:

The Automatic Headers/Footers dialog box



Header/Footer Format Lets you specify the components of a header and/or footer for your outline.

Date Prints today's date. If you do not want the date to be printed, turn this option *OFF*.

Full Prints today's date in this format: Thu, March 31, 1990. This is the default.

Custom Prints today's date in the format set in the Date Format command. For more information, see the section titled *Date Format*, earlier in the Reference section.

Headline Prints the number of whole words in the headline that fit inside the header or footer. If you do not want a headline to be printed, turn this option *OFF*. The amount of headline text that will be printed will depend on whether you include a date or a page number in the header or footer. In addition, the right and left print margins set with the Page Margins command determine how much of the headline will be printed.

Summit	<p>Prints the highest level headline in the suboutline. If you have marked a block of text to be printed, GrandView prints the first headline in the marked block.</p> <p>If the Sub-Outline Only option in the Print Options dialog box is <i>ON</i>, GrandView prints the current headline.</p> <p>If the Sub-Outline Only option in the Print Options dialog box is <i>OFF</i>, GrandView prints the the first headline in the outline.</p>
Subhead	<p>Prints the text of the most recent level 1 subheadline on each page. The header or footer text changes when GrandView prints the next level 1 subheadline. This option lets you use the header or footer as a section title. If you have marked a block of text, GrandView prints the first subheadline under the first headline in the marked block.</p> <p>If the Sub-Outline Only option in the Print Options dialog box is <i>ON</i>, GrandView prints only the first level subheadlines under the current headline.</p> <p>If the Sub-Outline Only option in the Print Options dialog box is <i>OFF</i> GrandView prints the current headline until it reaches the first subheadline. Then the header or footer text changes to reflect subsequent subheadlines.</p>
Page Number	Prints a page number. If you do not want a page number, turn this option <i>OFF</i> .
Page ##	Prints the page number in this format: Page 31.
- ## -	Prints the page number in this format: - 31 -. This is the default.
Reverse Order	Lets you change the order in which the date, headline name, and page number are printed.
OK	Saves the selected settings with the current outline.
Save	Saves the selected settings with the current outline and applies these settings to all new outlines that you create (until you change them).

Cancel Cancels the command and closes the dialog box.

To add an automatic header or footer:

1. Choose Automatic from the Layout menu's Headers/Footers submenu.
2. Select the components that you want to include in the header or footer.
GrandView automatically includes the date, headline, and page number in the header or footer. Turn *OFF* the options that you don't want to print.
3. Select the format for each component.
When you want to change a format, press or to select the format.
4. Select the order in which you want your selected components to appear on a page.
5. Add the header or footer to the outline.
 - To apply the header or footer to only the current outline, choose OK, or press .
 - To apply the header or footer to the current outline and to any new outlines that you create, choose Save.
 - To cancel the header or footer options that you have selected, choose Cancel, or press .
6. To print the outline, choose Print from the File menu, or press .

Regular Custom Headers and Footers

The Custom Headers/Footers commands let you create new headers or footers or edit existing ones.

The amount of text that you enter into a custom header or footer is limited by the top and bottom print margins and the width of the page. You can create a multi-line header or footer with any text. You can also do any of the following:

- Insert page numbers with the Insert Page Number command (also on the Headers/Footers submenu).
- Insert a time, date, or filename stamp with the Stamp command on the Edit menu.
- Change the font and style with the Font and Style commands on the Layout menu.
- Change the alignment with the Justification command on the Layout menu.

For more information on using these commands, see the procedure for the particular command.

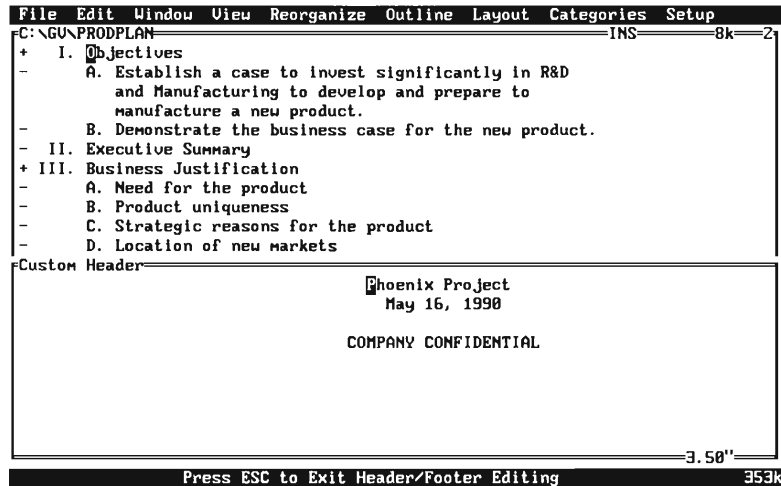
Unless you indicate otherwise, GrandView will print custom headers and footers in the default font that you have specified with the Font command on the Layout menu. GrandView is preset to print a header half an inch from the top of the page, and a footer half an inch from the bottom of the page. Header and Footer placement is specified with the Layout menu's Page Margins command.

NOTE:

GrandView prints headers and footers within the top and bottom print margins set with the Page Margins command. When you create a multi-line header or footer or when you change its vertical position (the distance from the top or bottom of the page), be sure to specify a distance that places the header within the top print margin or the footer within the bottom print margin. For example, if you want GrandView to print a header one inch from the top of the page, the top print margin in the Page Margins dialog box must be greater than one inch—otherwise, GrandView doesn't print the header. You must also allow enough space to print multi-line headers or footers.

When you choose Custom Header or Custom Footer, GrandView displays an area at the bottom of the screen where you can enter your custom header or footer:

**Custom Header/
Footer edit area**



If you have previously created a header or footer for the outline, the text of the header or footer appears in the edit area. If you have never created a header or footer for the outline, the edit area is empty.

To create a custom header or footer, enter the text that you want the header or footer to contain. You can format the text with any of the commands on the Layout menu, including Font, Style, Justification, Indent, and so on.

NOTE: *If you want a custom header or footer to have different margins from those of your outline, you can use the Custom Indents command on the Indent submenu to specify the special margins. For example, if you want your header to have one-half inch right and left margins instead of the one-inch margin that your outline has, choose the Custom Indent command from the Layout menu's Indent submenu, and set the Left Indent and First Line Indent options to 0.5.*

When you create or edit a custom header or footer, GrandView sets the header or footer option in the Print Options dialog box to Custom. The next time you print your outline, GrandView includes the new header or footer. To prevent custom headers and/or footers from printing, you can manually set the header and/or footer option in the Print Options dialog box to None.

To create a custom header or footer:

1. Choose Regular Custom Header or Regular Custom Footer from the Layout menu's Headers/Footers submenu.
2. Enter the text for the header or footer. You can do any of the following:
 - Create a multi-line header or footer.
 - Align the left and right margins with the Custom Indents command on the Layout menu's Indent submenu.
 - Assign character fonts and styles with the Font and Style commands on the Layout menu.
 - Insert page numbers with the Insert Page Number command on the Layout menu's Header/Footer submenu.
 - Insert a time, date, and/or filename stamp with the Edit menu's Stamp command.
3. Format the text using the commands on the Layout menu.
4. When you have finished creating your header or footer, press **Esc** to return to the outline.

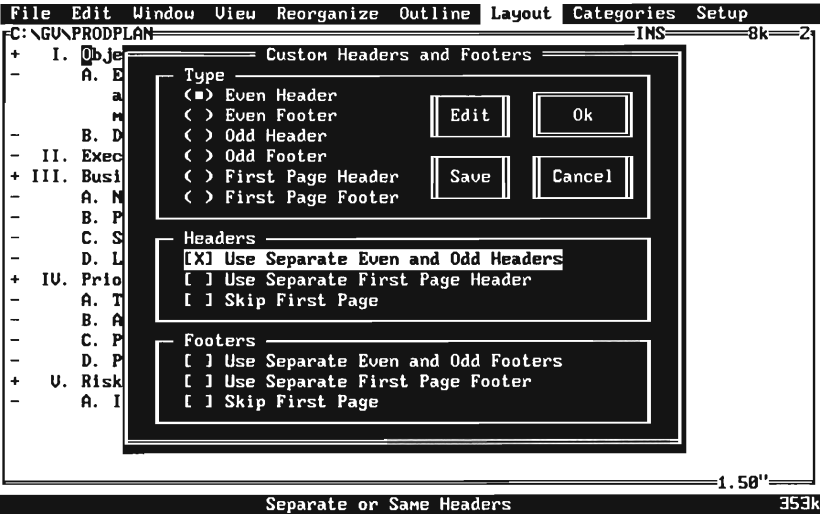
Special Custom Headers and Footers

With the Special Custom Headers/Footers command, you can do any of the following:

- Create separate headers/footers for odd and even pages.
- Create separate headers/footers for the first page and for subsequent pages.
- Eliminate headers/footers from only the first page of an outline.

When you choose the Special Custom Headers/Footers command, GrandView displays this dialog box:

The Special Custom Headers/Footer dialog box



Type Lists the type of header or footer that you can create or edit. You can select one of the following: Even Header, Even Footer, Odd Header, Odd Footer, First Page Header, or First Page Footer. The default is Even Footer. If you do not select any options, GrandView inserts the even footer text on every page in the outline.

Headers Sets the type of a header.

Use Separate Even and Odd Headers Lets you create a different header for even and odd pages. When this command is *OFF*, GrandView uses the even header for all pages.




Use Separate First Page Header Lets you create a different header for the first page. When this command is *OFF*, GrandView uses the odd header on the first page unless Use Separate Even and Odd Headers is also *OFF*; then, the odd and even headers are the same.



Skip First Page Prevents the header from being printed on the first page.

Footers Sets the type and positioning of a footer.

Use Separate Even and Odd Footers	Lets you create a different footer for even and odd pages. When this command is <i>OFF</i> , GrandView uses the even footer for both even and odd pages.
Use Separate First Page Footer	Lets you create a different footer for the first page. When this command is <i>OFF</i> , GrandView uses the odd footer on the first page unless Use Separate Even and Odd Footers is also <i>OFF</i> ; then, the odd and even footers are the same.
Skip First Page	Prevents the footer from being printed on the first page.
Edit	Displays the window in which you type or edit the text of the selected header or footer.
Done	Saves the header and footer edits that you have made and returns you to the outline.

To create a special custom header or footer:

1. Choose Special Custom Headers/Footers from the Layout menu's Headers/Footers submenu.
2. Press  or  to select the type of header or footer that you want to create, and press .

To edit an existing header or footer, press  or  to select the one that you want to change, and choose Edit.

GrandView displays a window in which you can type or edit the text of a header or footer.
3. Type or edit the header or footer text. You can do any of the following:
 - Create a multi-line header or footer.
 - Align the left and right margins with the Custom Indents command on the Layout menu's Indent submenu.
 - Assign character fonts and styles with the Font and Style commands on the Layout menu.

- Insert page numbers with the Insert Page Number command on the Layout menu's Header/Footer submenu.
 - Insert a time, date, and/or filename stamp with the Edit menu's Stamp command.
4. When you have finished creating or editing a header or footer, press **[Esc]**.
GrandView again displays the Custom Headers and Footers dialog box.
 5. To create another header or footer, repeat Steps 2 through 4.
 6. When you have finished creating or editing all the headers or footers, press **[Done]** to choose Done, or press **[Esc]** until GrandView displays the outline.
 7. To print the outline with the custom header or footer, choose Print from the File menu, or press **[Alt] [P]**.

FOR MORE INFORMATION ON**SEE ALSO**

Printing

Print
Print Options
Print Tutor

Specifying header/footer position

Page Margins

Viewing headers and footers before printing

Preview

Special right and left margins

Indent

HELP IN GRANDVIEW

GrandView has two sources of Help available:

- Context-sensitive help
- User help file

Context-Sensitive Help

GrandView is designed to be easy to use. It has some powerful commands, however, with which you might need assistance. When you are working on an outline, GrandView displays prompts that guide you through the menus, and provides messages that tell you how to enter the correct information or how to select an item. Where applicable, these messages appear at the bottom of the screen.

In addition, more detailed information is available when you are using GrandView. No matter where you are in the program, you can display more information about the command that you are using. In other words, the Help information is *context sensitive*. After reading the information, you can easily display additional information about other topics and commands by selecting from the Index the one that you want .

To display Help information:

1. When you are using GrandView, and you're not sure what to do next, press **F1**.

GrandView displays information about the command you are using.

2. After reading the Help information, choose one of these buttons:

- To display the next page, choose Next.
- To display the previous page, choose Previous.
- To display the index of all the commands and topics for which help is available, choose Index.
- To return to the point in GrandView where you requested help, choose Exit.

User Help File

While you are using GrandView, you may want to keep track of your progress in a file called USERHELP. This file is accessible by pressing **⇧ F1**. You can use the User Help file to enter any kind of information, such as tips or reminders that you find helpful. For example, you can include the following:

- Keyboard commands that you have assigned to macros
- Names of the window setups you have saved and the names of the outlines in each window setup
- Common keystrokes that you use

GrandView's User Help file contains a sample outline. You can use this outline, add to it, or delete all of the material it contains. The same editing functions are available in the User Help file as in all other outlines. This file is named USERHELP.GV and must be in the same directory as the GV.EXE file.

To open the User Help file:

1. Press **⇧ F1**.

GrandView displays the outline named USERHELP.GV.

2. Type the information that you want to enter in the outline, and choose Save from the File menu to save the changes that you made to the file.
3. To return to the current outline, press **⇧ F1** again. This command works like a toggle.

OUTLINE MENU

The Hoist command is a submenu with three commands:

<i>Hoist</i>	Displays the current headline and its suboutline only. The rest of the outline is hidden from view. The keyboard command for the Hoist command is Alt I .
<i>De-Hoist</i>	Undoes the last hoist. The De-Hoist command displays the outline as it appeared before the last hoist was performed. The keyboard command for the De-Hoist command is Alt J .
<i>De-Hoist All</i>	Undoes all hoists. The De-Hoist All command displays the outline as it appeared before any hoists were performed.

Hoisting Outlines

The Hoist command gives you a quick way to concentrate on just one part of your outline. This is especially useful when you are working with a large outline. When you select any headline in your outline, and you choose Hoist, GrandView displays the suboutline as a Level 1 headline in the upper-left corner of the screen. The cursor suboutline includes all subordinate headlines and documents located under the current headline. The rest of the outline is temporarily hidden from view.

You can hoist subheadlines under a hoisted headline. This lets you create an outline structure containing outlines “nested” within outlines. You can hoist up to ten times. To indicate the number of hoists in effect, GrandView displays a number in the top-right corner of the screen. For example, GrandView displays H1 when you hoist a headline for the first time.

A hoisted headline acts like an outline within a outline. When you choose a command, only the hoisted headline is affected. In other words, the scope of the command applies only to the part of the outline that you have hoisted. For example, if you choose the Print command, GrandView prints only the hoisted outline. Similarly, if you choose Find/Replace from the Edit menu, GrandView searches for the text pattern only in the hoisted outline. If you have hoisted more than one headline, then the command affects only the last one you hoisted—the one that appears on your screen.

When a headline has been hoisted, it temporarily takes on the characteristics of a first-level headline. For example, when you print a hoisted headline, GrandView prints the current headline in the same position as a first level headline; it ignores its original level of indentation. When you de-hoist a headline, it returnf to its original state and appearance. (Of course, any changes you made during hoisting will remain).

Hoisting a headline does not affect the labels in your outline. If you add subheadlines, GrandView automatically labels them accordingly.

If you change your mind about a hoist, use the De-Hoist command. When you close an outline, any hoisted headlines remain the way you have left them, even if you don't save your outline. If you want to display the complete outline, use the De-Hoist All command to cancel all the hoists at once.

To hoist a headline:

1. Select the headline that you want to hoist.
2. Choose Hoist from the Outline menu's Hoist submenu, or press **Alt** **[I]**.
GrandView displays the current headline and its subordinate headlines and documents as a Level 1 headline in the upper-left corner of the screen. The rest of the outline is hidden from view.

De-Hoisting Outlines

The Hoist submenu has two commands for undoing hoists: De-Hoist and De-Hoist All. The De-Hoist command lets you cancel the last hoisted headline. The De-Hoist All command lets you cancel all hoisted headlines in the current outline. (When you choose De-Hoist All, GrandView displays the complete outline.) It doesn't matter which headline is selected when you choose either the De-Hoist or De-Hoist All commands.

Unless you choose De-Hoist or De-Hoist All before closing your outline, any hoisted headlines will still be hoisted when you reopen the outline.

If you have not hoisted an outline, the De-Hoist and De-Hoist All commands are not available.

To de-hoist a headline:

- Choose De-Hoist from the Outline menu's Hoist submenu, or press **Alt** **J**.

GrandView displays the last headline that you hoisted, in its original position in the outline.

To de-hoist all hoisted headlines:

- Choose De-Hoist All from the Outline menu's Hoist submenu.
GrandView displays the complete current outline.

FOR MORE INFORMATION ON	SEE ALSO
Headline labels	<i>Labels</i>
Headline levels	<i>Outlines</i>
Printing hoisted outlines	<i>Print</i>

HORIZONTAL

WINDOW MENU

The Horizontal command lets you display up to three open outlines horizontally on the screen. GrandView divides the screen into equal horizontal sections—one for each open outline. These screen sections are called *tiles*. The first outline you opened is number one and always appears at the top of the screen.

To tile open outlines horizontally:

1. Use the Open or New commands on the File menu to open several outlines on your screen.

GrandView places each outline on top of the previously opened one; the outline you see is the last one you opened. This is the current outline.

2. Choose Horizontal from the Window menu.

GrandView divides the screen into equal horizontal sections; an outline is displayed in each window. The first outline you opened is number one and always appears on the top of the screen. If you have opened more than three outlines, GrandView displays the windows as if you had chosen the Tile command. The active window remains the same. You can continue working on the outline in the active window.



*If you want to work on an outline in a different window, you must first make it active. A shortcut for doing this is to press **Alt** and the window number. Or, you can select Choose Window on the Window menu.*

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Tile</i> <i>Vertical</i> <i>Overlay</i> <i>Untile All</i>
Making an open outline current	<i>Choose Window</i>
Moving between open outlines	<i>Choose Window</i>
Opening outlines	<i>New</i> <i>Open</i>
Saving the current window arrangement	<i>Save Setup</i>
Using windows	<i>Windows</i>
Zooming outlines to full screen	<i>Zoom</i>

IMPORT

FILE MENU

The Import command is a submenu with commands to

- insert a file created with another program into the current GrandView outline and
- create a new GrandView outline with information from a file created with another program.

These commands let you place text, such as letters and memos, from other programs into GrandView outlines.

Import Submenu

The Import command is a submenu with two commands:

<i>Into Outline</i>	Inserts the imported file into the current outline, under the cursor headline. This command has a submenu with fifteen Import formats.
<i>New Outline</i>	Creates a new GrandView outline from the imported file. This command has a submenu with fifteen Import formats.

IMPORT FORMATS

When you choose either the Into Outline command or the New Outline command, GrandView displays another submenu with fourteen Import formats (the submenu is the same for both commands):

MORE 1.x (Mac) Imports outlines created with MORE 1.x, as well as outlines created with ThinkTank/Macintosh.

MORE 2.x (Mac)	Imports outlines created with MORE 2.x
MORE 3.x (Mac)	Imports outlines created with MORE 3.x
ThinkTank 2.x	Imports outlines created with ThinkTank version 2.x.
Ready!	Imports outlines created with Ready!.
PC-Outline	Imports outlines created in PC-Outline™.
MaxThink	Imports outlines created with MaxThink™.
Time Line Outline	Imports task outlines from schedules created with Time Line.
Q&A Write/Q&A	Imports files created with Q&A Write, Deskmate Q&A Write, and Q&A (the write module). Files can be imported as outlines or as text.
WordPerfect 5.x	Imports files created with WordPerfect 5.x. Files can be imported as outlines or as text.
WordStar	Imports files created with WordStar, as well as with other word processing applications that can create WordStar-compatible files.
Harvard Org Chart	Converts the text in a Harvard Graphics organization chart into a GrandView outline.
ASCII	Imports ASCII textfiles.
Tab Indented	Imports ASCII files where tabs represent headline levels in an outline.
Space Indented	Imports ASCII textfiles where spaces represent headline levels in an outline.

Importing MORE Outlines into GrandView

GrandView supports three versions of MORE. You can also use the MORE 1.x file to import outlines created with ThinkTank/Macintosh.



GrandView does not actually transfer files between different kinds of computers (for example, between an IBM PC and an Apple Macintosh). To do this, you must use a modem and a telephone line, or an RS-232 cable. For more information, see the reference manuals supplied with your computer and your modem.

MORE 1.x (Mac)

When opening MORE and ThinkTank/Macintosh files, GrandView ignores any graphics included in those files. All other text information in the files remain intact.

MORE 2.x (Mac)

With GrandView's Import command, you can read files created with MORE 2.x.

MORE 2.x files must be read with the Import command. GrandView cannot read MORE 2.0 files directly, and MORE 2.0 cannot write GrandView files directly.

MORE 3.x (Mac)

With GrandView's Import command, you can read files created with MORE 3.x.

More 3.x can read and write GrandView files directly if you have the GrandView translator in the system folder of your Macintosh. If you save a MORE file in GrandView format, you do not need to use the Import command; you can open the file with GrandView's Open command. For more information on writing GrandView files with MORE 3.0, see the *MORE Reference Guide*.

To import a MORE outline into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the imported file.

3. Press **M** **1**, **M** **2**, or **M** **3** to select the file format that you want from the submenu of file formats.
 - Use the MORE 1.x format to import MORE 1.x and ThinkTank/Macintosh files.
 - Use the MORE 2.x format to import MORE 2.x files.
 - Use the MORE 3.x format to import MORE 3.x files.GrandView displays the Import dialog box that lists the files you can import.
4. Press **↓** or **↑** to select the file that you want to import.
5. Press **↵** to import the selected file, or choose OK, OR Press **Esc** to cancel the procedure, or choose Cancel.

Importing ThinkTank Outlines into GrandView

GrandView's Import command reads ThinkTank files with the extension .DB; the Import command does not read textfiles created with ThinkTank's Port Textfile Send commands.

If the ThinkTank file that you import is larger than the amount of memory available, GrandView will be unable to read it. In that case, you must split the file into smaller parts by using the DBSPLIT utility, included with GrandView. For more information on the DBSPLIT utility, see *Appendix B, Information for GrandView 1.x, ThinkTank and Ready! Users*.

To import a ThinkTank outline into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.

3. Press **T** **T** to select the ThinkTank file format.

GrandView displays the Import dialog box that lists the ThinkTank files you can import.

4. Press **↓** or **↑** to select the file that you want to import.

5. Press **↵** to import the file, OR
Press **Esc** to cancel the procedure.

Importing Ready! Outlines into GrandView

GrandView's Import command reads Ready! files with the extension .RDY. The Ready! file format is the same format used by ThinkTank for its structured textfiles, so you can also use the Ready! format to read structured textfiles from ThinkTank that have a .RDY extension.

To import a Ready! outline into GrandView:

1. Choose Import from the File menu.

2. Press **I** to choose Into Outline, OR

Press **N** to choose New Outline.

- *Into Outline* places the imported file under the cursor headline.
- *New Outline* creates a new GrandView file from the file imported.

3. Press **R** **D** to select the Ready! file format.

GrandView displays the Import dialog box that lists the Ready! files you can import.

4. Press **↓** or **↑** to select the file that you want to import.

5. Press **↵** to import the file, OR
Press **Esc** to cancel the procedure.

Importing PC-Outline Files into GrandView

GrandView's Import command reads PC-Outline files with the extension .PCO. The headline levels remain the same.

To import a PC-Outline file into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline, OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.
3. Press **P** **C** to select the PC-Outline file format.

GrandView displays the Import dialog box that lists the PC-Outline files you can import.
4. Press **↓** or **↑** to select the file that you want to import.
5. Press **↵** to import the file, OR
Press **Esc** to cancel the procedure.

Importing MaxThink Outlines into GrandView

GrandView's Import command reads MaxThink files. GrandView uses the spaces preceding a headline in MaxThink to determine the headline level in GrandView.

To import a MaxThink file into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.
3. Press **M** **T** to select the MaxThink file format.

GrandView displays the Import dialog box that lists the files you can import.
4. Press **↓** or **↑** to select the file that you want to import.
5. Press **↵** to import the file, OR
Press **Esc** to cancel the procedure.

Importing Task Outlines from Time Line into GrandView

Importing Time Line task outlines into GrandView is a two step process. First you export the outline from Time Line and then you import it into GrandView. Since Time Line does not have an export format that specifically creates GrandView outlines, the best way to export a task outline from Time Line is to print a Time Line report to a disk file, and then import the report file into GrandView. GrandView includes an import format designed to read Time Line reports. When you choose this format, GrandView imports only the task outline from Time Line; information about resources, costs, durations, etc., is not imported.

To print a Time Line task outline to disk:

1. Open the Time Line schedule whose task outline you want to export by choosing File Retrieve from the Time Line menu.

(Press **/** **F** **R**)

2. Press **F6** to bring up the list of layouts.
3. Press **Ins** to create a new layout. (The layout form appears after you press **Ins**.)
4. Name the new layout Outline (or another appropriate name).
5. Suppress the task bars by setting the option “Show Task Bars” to No.
6. Delete all columns in the layout except task name



F9 deletes to the end of a field). If the task name is not one of the default columns, add it by pressing **F2** and selecting it from the options listed.

7. Increase the column width for tasks to 55 (task names are limited to 55 characters).
8. Press **F10** to accept the changes in the task form. Time Line will display the layout list, with the new layout highlighted. Press **←** to select it.
9. Expand the task outline to show as much detail as you want to export; only the expanded sections of the outline will be exported.







Gray + expands the entire outline.

10. Use the Report Form to configure Time Line for printing to disk. To choose the report form press **R** **F**.
11. Set the option “top line” to 1.

12. Set the option “left side” to 1.
13. Select a disk file, and enter a name for the file, specifying the drive and pathname. For example,
`C:\TL\DATA\FILENAME.`
14. Press **[F10]** to accept the changes that you have made to the report form.
15. To print the file to disk use the Gantt option in the Report menu. (After accepting the report form, you return to the report menu). To choose the Gantt option, press **[G]**. Time Line will display the Gantt Report form.
16. Set the option “Spacing” to Single.
17. Set the option “Pagebreaks” to No.
18. Press **[F10]** to accept the changes that you have made to the report form. Time Line will print your schedule to a disk file, using the options that you have specified.
19. Save your changes in Time Line by pressing **[/] [F] [S]**.
20. Quit Time Line by pressing **[/] [Q]**.

To import the task outline :

1. Choose Import from the File menu.
2. Press **[I]** to choose Into Outline OR **[N]** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.
3. Press **[T] [L]** to select the Time Line Outline file format.
GrandView displays the Import dialog box that lists the files you can import.

4. Press  or  to select the file that you want to import.
5. Press  to import the file, OR
Press  to cancel the command.



NOTE: Outlines imported from Time Line have two first-level headlines. The first headline contains the header information that Time Line includes in all reports (schedule name, person responsible, creation date, etc.). The second headline contains the task outline. If you do not want the header information, you can use the Delete Suboutline command to remove it.

Importing Q&A Write Files into GrandView

The Q&A Write import format supports the following Q&A products:

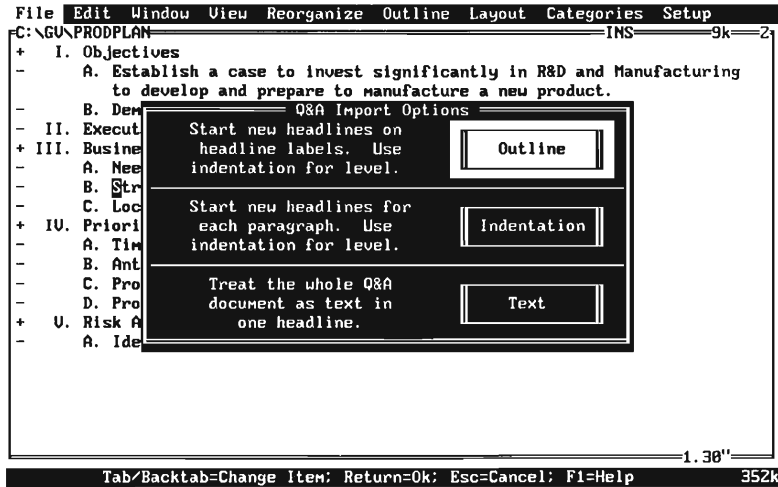
- Q&A Write
- Deskmate Q&A Write
- Q&A, write module

For the sake of convenience, all of these products are referred to as Q&A Write.

GrandView's Q&A Write import format lets you import files created in Q&A Write into GrandView outlines. Depending on the options you choose, and the format of the file in Q&A Write, you can import Q&A Write files as outlines or as text. When you use the Q&A Write import format, changes in boldface, italics, underline, superscript, and subscript are imported along with the text. Font information, however, is not imported.

When you choose the Q&A Write format, GrandView displays a dialog box that gives you three import options:

The Q&A Import Format dialog box



The option that you choose in this dialog box determines how GrandView will interpret headline boundaries and levels.

Q&A WRITE IMPORT OPTIONS

Outline

Headline boundaries are determined by headline labels embedded in the Q&A Write document. When it encounters a valid label at the beginning of a line, GrandView will

- create a new headline
- strip the Q&A label from the text
- determine the level of the headline

Any text following the headline label is placed into a single headline. GrandView starts a new headline when it encounters another headline label. GrandView interprets different combinations of characters and punctuation marks as headline labels. The following table lists the labels and punctuation that GrandView accepts.

<i>LABEL TYPE</i>	<i>SIZE</i>	<i>PUNCTUATION/SPACES</i>	<i>EXAMPLES</i>
Roman Numeral	<ul style="list-style-type: none"> Up to 15 characters, with no spaces between them. 	<ul style="list-style-type: none"> Punctuation mark must follow label. No space between punctuation and label. 	III. iv.
Letter	<ul style="list-style-type: none"> Up to 15 characters, with no spaces between them. 	<ul style="list-style-type: none"> Punctuation mark must follow label. No space between punctuation and label. 	A. zz.
Number	<ul style="list-style-type: none"> Up to 15 digits, with no spaces between them. 	<ul style="list-style-type: none"> Punctuation mark must follow label. No space between punctuation and label. 	1. 24.
Bullets <i>(see examples for characters recognized as bullets)</i>	<ul style="list-style-type: none"> 1 character 	<ul style="list-style-type: none"> No punctuation Space must follow bullet. 	<ul style="list-style-type: none"> • + – 0 o

Headline level is determined by the indentation of the line containing the label in Q&A. The size of the indents that you use to create your outline in Q&A is not important; consistent use of the indents, however, ensures that the outline will be structured as you expect when you import it into GrandView.

Indentation

Headline boundaries are determined by paragraphs. Each paragraph that Grandview encounters is placed into a single headline. GrandView ignores any headline labels in the text when you choose the Indentation import option.

Headline level is determined by the indentation of the first line of the paragraph in Q&A Write.

Text

The entire document is placed in a single headline—that is, there are no headline boundaries, so only one headline is created. GrandView headlines can contain up to 64K of text. When you use this option to import a Q&A Write file longer than 64K, GrandView imports the first 64K of the text and displays an error message telling you that the headline has exceeded the maximum length. GrandView stops the import and returns you to the outline.

The following table illustrates the similarities and differences between the three Q&A Write import options:

FORMAT	HEADLINE BOUNDARIES	LABELS
Outline	<ul style="list-style-type: none">• New headlines start at each headline label imbedded in the Q&A Write document.• Headline level is determined by the indentation of the line containing the headline label.	<ul style="list-style-type: none">• GrandView interprets Roman numerals, letters, numbers, and bullets as labels. (For more details on valid labels, see the following table.)• GrandView strips Q&A Write labels from the text.
Indentation	<ul style="list-style-type: none">• Each paragraph in Q&A Write becomes a separate headline in GrandView.• Headline level is determined by the indentation of the first line of the paragraph.• Indent size in Q&A Write does not affect the size of headline indents in GrandView.	<ul style="list-style-type: none">• GrandView ignores headline labels embedded in the Q&A Write document; it does not strip them from the text.
Text	<ul style="list-style-type: none">• No headlines are created; the entire Q&A Write document is inserted into a single GrandView headline.• Using the text option, you can import only Q&A write files that are 64K or less. (A single GrandView headline is limited to 64K of text.)	<ul style="list-style-type: none">• GrandView ignores headline labels embedded in the Q&A Write document; it does not strip them from the text.





IMPORTING TEXT THAT ORIGINATED IN GRANDVIEW

If you are importing text from Q&A Write that originated in GrandView (that is, you exported an outline to Q&A Write, and now you want to import it back into GrandView), use the following table to determine which import option to select:

EXPORT OPTIONS USED		IMPORT OPTION
INCLUDE LABELS	USE INDENTATION	
ON	OFF	Outline
OFF	ON	Indentation
OFF	OFF	Text

To import a Q&A Write file into GrandView:

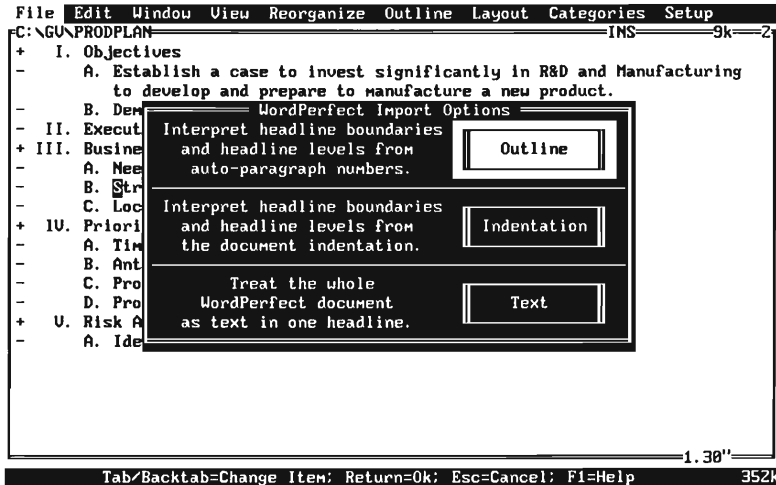
1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.
3. Press **Q** **A** to select the Q&A Write file format.
GrandView displays the Q&A Write Import Options dialog box.
4. Choose a format:
 - Press **O** to select the Outline format, OR
 - Press **I** to select the Indentation format, OR
 - Press **T** to select the Text formatGrandView displays the Import dialog box that lists the files you can import.

5. Press  or  to select the file that you want to import.
6. Press  to import the file, OR
Press  to cancel the procedure.

Importing WordPerfect Files into GrandView

GrandView's WordPerfect Import format lets you import files created in WordPerfect into GrandView outlines. Depending on the options you choose and the format of the file in WordPerfect, you can import WordPerfect files as outlines or as text. When you use the WordPerfect import format, changes in boldface, italics, underline, superscript, and subscript are imported along with the text. Font information, however, is not imported.

When you choose the WordPerfect format, GrandView displays a dialog box that gives you three import options:



*The WordPerfect
Import Options
dialog box*

The option that you choose in this dialog box determines how GrandView will interpret headline boundaries and levels.

WORDPERFECT IMPORT OPTIONS

Outline

Headline boundaries are determined by WordPerfect's auto-paragraph numbering. Each time that GrandView encounters an auto-paragraph number, it creates a new headline. Headline level is determined by the level of the auto-paragraph number.

NOTE: *This format recognizes only labels created with WordPerfect's auto-paragraph numbering feature. It does not work correctly with labels that you have entered.*

Indentation

Headline boundaries are determined by the paragraph indentation used in WordPerfect. Each WordPerfect paragraph becomes a separate headline. Headline level is determined by the number of tabs or indents used in WordPerfect to indent the paragraph. Spaces are used to determine headline levels.

Text

The entire document is placed in a single headline. (Because there are no headline boundaries, only one headline is created.) GrandView headlines can contain up to 64K of text. When you use this option to import a WordPerfect file longer than 64K, GrandView imports the first 64K of the text and displays an error message telling you that the headline has exceeded the maximum length. GrandView stops the import and returns you to the outline.

The following table illustrates the similarities and differences among the three WordPerfect Import options:

FORMAT	HEADLINE BOUNDARIES	LABELS
Outline	<ul style="list-style-type: none">• New headlines start at each WordPerfect auto-paragraph number.• Headline level is determined by the level of the auto-paragraph number.	<ul style="list-style-type: none">• This format recognizes only the auto-paragraph numbers generated by WordPerfect; it does not recognize any other kind of labels.• Auto-paragraph numbers used in WordPerfect determine the label style used in GrandView.
Indentation	<ul style="list-style-type: none">• Each paragraph in WordPerfect becomes a separate headline in GrandView.• Headline level is determined by the number of indents and/or tabs used to indent the paragraph.• The size of tabs in WordPerfect does not affect the size of headline indents in GrandView.	<ul style="list-style-type: none">• Auto-paragraph labels are stripped from text.
Text	<ul style="list-style-type: none">• No headlines are created; the entire WordPerfect document is inserted into a single GrandView headline.• Using the text option, you can import only files that are 64K or less. (A single GrandView headline is limited to 64K of text.)	<ul style="list-style-type: none">• No labels are imported.

IMPORTING TEXT THAT ORIGINATED IN GRANDVIEW

If you are importing text from WordPerfect that originated in GrandView (that is, you exported an outline to WordPerfect, and now you want to import it back into GrandView), use the following table to determine which import options to select:

EXPORT OPTION USED		IMPORT OPTION
INCLUDE LABELS	USE INDENTATION	
ON	OFF	Outline
OFF	ON	Indentation
OFF	OFF	Text

To import a WordPerfect file into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported..
3. Press **W** **P** to select the WordPerfect file format.
GrandView displays the WordPerfect Import Options dialog box.
4. Choose a format:
 - Press **O** to select the Outline format, OR
 - Press **I** to select the Indentation format, OR
 - Press **T** to select the Text format.

GrandView displays the Import dialog box that lists the files you can import.

5. Press **↓** or **↑** to select the file that you want to import.
6. Press **R** to import the file, OR
Press **Esc** to cancel the procedure.

Importing WordStar Files into GrandView

GrandView's Import commands can read files created with WordStar as well as with other word processing applications that can create WordStar-compatible files.

When you choose the Into Outline command on the Import submenu, GrandView inserts the entire WordStar file at the cursor position without breaking up the file into headlines. If a carriage return is preceded by a space and not followed by another carriage return, this command wordwraps the text.

To import a WordStar file into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.
3. Press **W****S** to select the WordStar file format.

GrandView displays the Import dialog box that lists the files you can import.
4. Press **↓** or **↑** to select the file that you want to import.
5. Press **R** to import the file, OR
Press **E** to cancel the procedure.

Converting Harvard Graphics Org Charts into GrandView Outlines

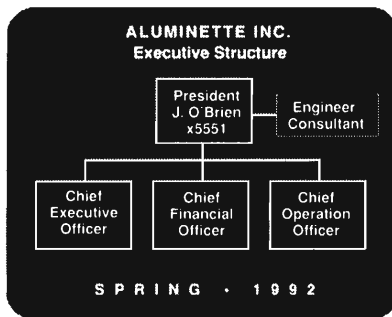
With the Harvard Org Chart Import option, you can convert an organization chart created with Harvard Graphics into a GrandView outline. This feature is especially convenient if you have Harvard Graphics org charts that you want to modify in GrandView with the Harvard Chart command.

When GrandView imports information from a Harvard Graphics org chart, it converts the elements of the chart into headlines. Headline level is determined by the level in the org chart. The following table lists the org chart elements and what they become in GrandView:

<i>Harvard Graphics Org Chart Element</i>	<i>GrandView Outline Element</i>
Name of individual	First line of headline
Title of individual	Second line of headline
Comments	Third line of headline
Chart title	Fourth line of first headline of the imported outline
Chart subtitle	Fifth line of the first headline of the imported outline
Chart footnote	Sixth line of the first headline of the imported outline

NOTE: *Names in a staff position become subheadlines of the headline created from their manager's name.*

The following illustration shows an org chart and the outline that results when it is imported into GrandView:



I. PRESIDENT
J. O'Brien
x 5551
ALUMINETTE INC.
Executive Structure
SPRING - 1992
* Engineer/Consultant
A. Chief Executive Officer
B. Chief Financial Officer
C. Chief Operation Officer

*Converting a
Harvard Graphics
org chart into a
GrandView
outline*

To import a Harvard Graphics org chart into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.
3. Press **H** **O** to select the Harvard Org Chart file format.
GrandView displays the Import dialog box that lists the files you can import.
4. Press **↓** or **↑** to select the file that you want to import.
5. Press **↵** to import the file, OR
Press **Esc** to cancel the procedure.

Importing ASCII Textfiles into GrandView

GrandView has three import formats—ASCII, Space Indented, and Tab Indented—that read different types of ASCII textfiles. These formats differ, however, in the ways they interpret headline boundaries and indentations.

ASCII

When you choose the ASCII format, the import command inserts the entire text of the ASCII file without breaking it up into headlines. Headline size is limited to 64K in GrandView; ASCII textfiles larger than 64K are not completely imported. When you use this option to import an ASCII longer than 64K, GrandView imports the first 64K of the text and displays an error message telling you that the headline has exceeded the maximum length. GrandView stops the import and returns you to the outline.

GrandView inserts a carriage return at the end of every line in the textfile. If a carriage return is preceded by a space and not followed by another carriage return, this command wordwraps the text.

Space Indented

When you choose the Space Indented format, the Import command uses spaces to break up the file into different headlines. GrandView uses the spaces preceding a line to determine the headline level. For example, one space indicates a first-level headline, two spaces indicate a second-level headline, and so on. (The only difference between space-indented import files and tab-indented import files is that spaces are used instead of tabs.)

GrandView inserts a carriage return at the end of every line in the textfile. Paragraphs and multiple-line headlines are not wordwrapped; each line of the paragraph or headline becomes a new paragraph in GrandView.

Tab Indented

When you choose the Tab Indented format, the Import command uses tabs to break up the file into different headlines. GrandView uses the tabs preceding a line to determine the headline level. For example, one tab indicates a first-level headline, two tabs indicate a second-level headline, and so on. (The only difference between tab-indented import files and space-indented import files is that tabs are used instead of spaces.)

GrandView inserts a carriage return at the end of every line in the textfile. Paragraphs and multiple-line headlines are not wordwrapped; each line of the paragraph or headline becomes a new paragraph in GrandView.

The format that you choose depends on how you want the imported text formatted in GrandView. The following table shows the differences among these formats and will help you choose the format best suited to your needs:

Format	Headlines	Indent	Carriage Returns and Word Wrap
ASCII	NO: entire textfile is placed into one headline. Headline sizsize is limited to 64K.	No Indents	<ul style="list-style-type: none">• CR at the end of every line.• Force wordwrap by inserting a space and a CR at the end of the line you want word-wrapped.
Space Indented	YES	Spaces	<ul style="list-style-type: none">• CR at the end of every line.• No wordwrap.
Tab Indented	YES	Tabs	<ul style="list-style-type: none">• CR at the end of every line.• No wordwrap.

To import an ASCII textfile into GrandView:

1. Choose Import from the File menu.
2. Press **I** to choose Into Outline OR
Press **N** to choose New Outline.
 - *Into Outline* places the imported file under the cursor headline.
 - *New Outline* creates a new GrandView file from the file imported.

3. Choose the appropriate file format:
- Press **A S** for ASCII.
 - Press **T I** for Tab Indented.
 - Press **S I** for Space Indented.
- GrandView displays the Import dialog box that lists the files you can import.
4. Press **↓** or **↑** to select the file that you want to import.
5. Press **↵** to import the file, OR
Press **Esc** to cancel the procedure.

FOR MORE INFORMATION ON	SEE ALSO
Exporting GrandView outlines	<i>Export</i>
Modyifying Harvard Graphics org charts	<i>Harvard Chart</i>
Splitting a ThinkTank 2.x file	<i>Appendix B, "Information for GrandView 1.x, ThinkTank and Ready! Users"</i>

INDENT

LAYOUT MENU

The Indent command is a submenu with commands that allow you to change the indentation of any headline or paragraph, to create and save custom indentations, and to specify tab distance.

The Indent submenu has five commands:

<i>Indent</i>	Indents the text of the current headline or paragraph. Each line of the current headline or paragraph is indented when you choose the Indent command. The size of the indent is equal to the tab distance.
<i>Hanging Indent</i>	Indents all lines after the first line of the current headline or paragraph. The first line has no indentation. The size of the indent is equal to the tab distance.
<i>UnIndent</i>	Removes all indentation from the current headline or paragraph.
<i>Custom Indents</i>	Allows you to specify left indent, first line indent, and custom right margin for the current headline or paragraph.
<i>Tab Distance</i>	Allows you to specify the distance between tabs. This distance is also used for indents and hanging indents.

Indenting Text

The Indent command allows you to indent text at the left margin. The UnIndent command removes all indentation from the selected headline or paragraph.



The Indent and UnIndent commands affect text only; they do not change the position of a headline or the size of the headline indent. To change the position of a headline, use the Move commands, located on the Reorganize menu. To change the size of the headline indent, use the Labels command, located on the Outline menu.

When you choose the Indent command, each line in the current headline or paragraph is indented. Similarly, when you choose the UnIndent command, the indentation is removed from each line in the current headline or paragraph; the other headlines and paragraphs retain their indentation. To indent a single line, use the Tab key.


The Indent and UnIndent commands affect only the current headline or paragraph. The other headlines and paragraphs in the outline retain their indentation. To indent a group of headlines or paragraphs, select the text with the Mark Text command, and then choose the Indent command. To remove the indentation from a group of headlines or paragraphs, select the text with the Mark Text command, and choose the UnIndent command.

New headlines or paragraphs use the same indentation as the headlines or paragraphs from which they were created. For example, if the cursor is in a headline on which you used the Indent command, and you create a new headline, the new headline will also be indented.

To indent a headline or paragraph:

1. Position the cursor in the headline or paragraph that you want to indent.
2. Choose the Indent command from the Layout menu, and select Indent from the submenu.

To indent a single line:

1. Position the cursor at the beginning of the line that you want to indent.
2. Press .

To indent a block of headlines or paragraphs:

1. Position the cursor at the beginning of the first paragraph that you want to indent.
2. Choose Mark Text from the Edit menu.
3. Use the arrow keys to highlight the block of headlines or paragraphs that you want to indent.



Be sure that all headlines and documents in the block are expanded.

4. Choose Indent from the Layout menu, and select Indent from the submenu.


To remove the indentation from a headline or paragraph:

1. Position the cursor in the headline or paragraph whose indentation you want to remove.
2. Choose the Indent command from the Layout menu, and select UnIndent from the submenu.

To remove the indentation from a block of headlines or paragraphs:

1. Position the cursor at the beginning of the first paragraph or headline whose indentation you want to remove.
2. Choose Mark Text from the Edit menu.
3. Use the arrow keys to highlight the block of headlines or paragraphs whose indentation you want to remove.

NOTE: *Be sure that all headlines and documents in the block are expanded.*



4. Choose Indent from the Layout menu, and select UnIndent from the submenu.

Using Hanging Indents

The Hanging Indent command allows you to create paragraphs in which the first line has no indent and the subsequent lines have the standard size indent.

When you choose the Hanging Indent command, GrandView sets the first line indent to zero and the indent of the subsequent lines to 0.3 inches. Only the current headline or paragraph is affected. If you mark a block of headlines or paragraphs and choose the Hanging Indent command, GrandView changes the indent of each paragraph marked. To remove a hanging indent, use the UnIndent command.

As with the Indent command, the size of the indent is equal to the tab distance.

To create a hanging indent:

1. Choose the headline or paragraph for which you want a hanging indent.
2. Choose the Indent command from the Layout menu, and choose Hanging Indent from the submenu.

Creating Custom Indents

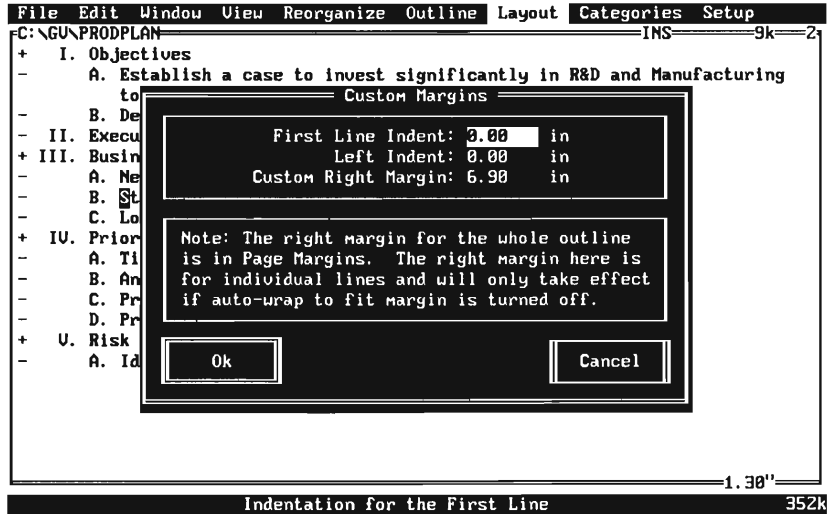
The Custom Indent command lets you specify special indents and custom right margins for any headline or paragraph in your outline. (You can also apply these settings to a block of headlines and/or paragraphs.) You can use the Custom Indents command to do the following:

- Specify the distance for the indents used in the paragraph, rather than use the tab distance (the measure that the Indent command uses).
- Set different indents for the first line of a paragraph and the other lines in the paragraph.
- Set a custom right margin for a paragraph or headline that is different from the outline's right margin (set with the Page Margin command).

You use the Custom Indents command to apply special formatting to sections of your outline; you do not use it to specify settings that apply to your entire outline. For example, you would use the Custom Indents command to format a quotation so that it is indented one-half inch on both the left and the right from your regular margins. You would not use the Custom Indents command to set a standard indent size (you would use the Tab Distance command instead) or to set margins for your entire outline (you would use the Page Margins command instead).

When you choose the Custom Indents command, GrandView displays this dialog box:

The Custom Margins dialog box



First Line Indent

Indicates the size of the indentation used for the the first line of the current headline or paragraph. The remaining lines use the indent that the paragraph had before you chose the Custom Indents command, or the indent specified in the Left Indent field (see below).

Left Indent

Indicates the size of the indentation used for all lines in the current headline or paragraph, except the first line. The size of the first line's indent is set in the First Line Indent field.

Custom Right Margin

Indicates where the line ends on the right side of the page. Using this option to set a custom right margin automatically turns off the Auto-wrap Text to Fit Margin option in the Page Margins dialog box. If you select the Auto-wrap Text to Fit Margin option, GrandView will ignore the custom right margin that you specify with this option.

OK

Applies the First Line Indent, Left Indent, and Custom Right Margin settings to the current headline or paragraph, or to the block of headlines and/or paragraphs that you have selected with the Mark Text command.

Cancel Cancels the command and closes the dialog box.

To create a custom indent for the current headline or paragraph:

1. Position the cursor in the paragraph that you want to change.
2. Choose the Indents command from the Layout menu, and select Custom Indents from the submenu.
3. In the Custom Indents dialog box, type the indents and the custom right margin that you want.
4. Choose OK.

To create custom indents for a block of headlines or paragraphs:

1. Position the cursor at the beginning of the first paragraph that you want to change.
2. Choose Mark Text from the Edit menu.
3. Use the arrow keys to highlight the block of paragraphs that you want to format.

NOTE: *Be sure that all headlines and documents in the block are expanded.*



4. Choose Indent from the Layout menu, and select Custom Indents from the submenu.
5. In the Custom Indents dialog box, type the indents and the custom right margin that you want.

6. Choose OK.

Defining Tab Distance

The Tab Distance command lets you specify the distance between tab stops. The tab distance is also used with the Indent command. (The size of the indent is the same as the tab distance.)

When you change the tab distance, GrandView updates all the tabs in the entire outline. Indents created before you changed the tab distance are not affected by the change. Indents created after you change the tab distance use the new distance as the indent size.

When you choose Tab Distance, GrandView displays this dialog box:

The Tab Distance dialog box



Distance between Tabs Indicates the amount of space between tab stops. The default setting is 0.30 inches.

OK Sets the tab distance for the current outline to the distance specified.

Save Sets the tab distance for both the current outline and new outlines to the distance specified.

Cancel Cancels the command and closes the dialog box.

To change the tab distance:

1. Choose Tab Distance from the Indent submenu.
2. In the Tab Distance dialog box, enter the tab distance that you want.
3. To save the tab distance for the current outline, choose OK.
To save the tab distance for the current outline and for new outlines, choose Save.






FOR MORE INFORMATION ON	SEE ALSO
Moving headlines	<i>Move</i>
Changing headline indents	<i>Label</i>
Marking blocks of paragraphs	<i>Mark Text</i>
Setting page margins	<i>Page Margins</i>
Auto-wrap Text to Fit Margins	<i>Page Margins</i>

INSERT HEADLINE

OUTLINE MENU

The Insert Headline command is a submenu with three commands that let you add a new headline to an outline. Each headline can contain multiple lines. In fact, a headline can contain up to 64K of text.

The Insert Headline submenu has three commands:

<i>At Level</i>	inserts a new headline at the same level as the current headline. The keyboard command for At Level is   .
<i>As Subhead</i>	inserts a new headline as a subhead of the current headline. The keyboard command for As Subhead is   .
<i>Beneath Cursor</i>	inserts a new headline beneath the current headline. If the current headline has expanded subheads, the new headline becomes a subhead of the current headline. If the current headline has no subheads, or if the subheads are collapsed, the new headline is inserted at the same level as the current headline. The keyboard command for Beneath cursor is  .

When you create a headline, the cursor will appear at the beginning of the new headline, ready for you to enter text. Before you enter any text, you can use the cursor arrow keys to move the position of the new headline to anywhere else in the outline.

To insert a headline from the menu:

1. Position the cursor on the headline that is above where you want to place the new headline.
2. Choose the Insert Headline submenu from the Outline menu.



3. Choose one of the two commands:
 - To insert the new headline at the same level as the current headline, choose **At Level**.
 - To insert the new headline as a subhead of the current headline, choose **As Subhead**.

To insert a headline using a keyboard command:


1. Position the cursor on the headline that is above where you want to place the new headline.

2. Press .

GrandView inserts a new headline below the selected headline, and at the same level, if the selected headline has no expanded subheadlines. If the selected headline has expanded subheadlines, the new headline will appear one level below the selected headline.

Or, press  .

GrandView inserts a new headline below the current headline but at a subordinate level.

Or, press  .

GrandView inserts a new headline below the current headline and at the same level.

FOR MORE INFORMATION ON

SEE ALSO

Headlines

Outlines

Moving headlines

Move

JOIN HEADLINES

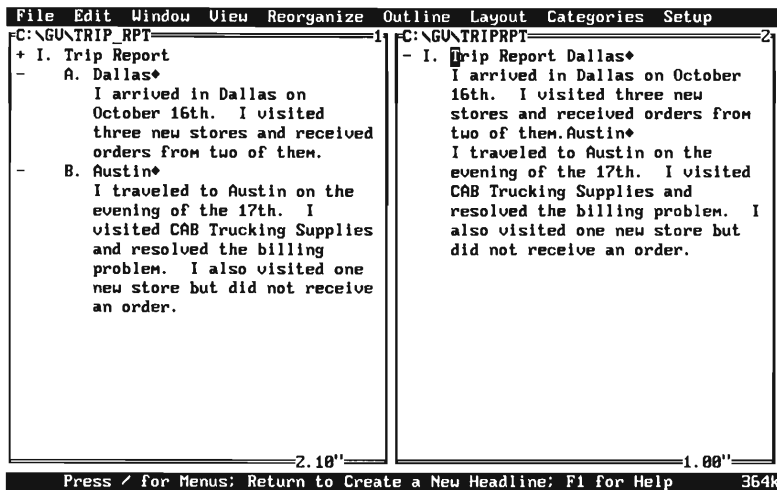
REORGANIZE MENU

Alt **J**

The Join Headlines command creates one headline by combining the current headline with the headline that follows it. If you select a block of headlines by using the Mark Text command, you can join all of the headlines in the block into one headline.

For example, you may have several headlines with attached documents that you want to combine into one headline:

*Before and after
using the Join
Headline
command*



Select all three headlines by using the Mark Text command, and then choose Join Headlines. This procedure combines all of the headlines and their documents. You can see that the headline *Trip Report* is joined with *Dallas*. Notice also that the headline *Austin* is joined with the document attached to the headline *Dallas*.

You can move *Dallas* from the headline to its own document line by positioning the cursor on the *D* and pressing **⇧**.

NOTE: If you want to separate a headline into two headlines, use the Divide Headlines command.

To join two headlines:

1. Position the cursor on the first of the two headlines that you want to join.
2. Choose Join Headlines from the Reorganize menu.
The current headline is joined with the headline that followed it.

To join a block of headlines:

1. Position the cursor on the first of the headlines that you want to join.
2. Choose Mark Text from the Edit menu, or press **[F6]**.
3. Use the arrow keys to select the block of headlines that you want to join.
4. Choose Join Headlines from the Reorganize menu.
GrandView joins all headlines in the block.

FOR MORE INFORMATION ON	SEE ALSO
Editing headlines	<i>Editing Headlines and Text</i>
Marking a block of headlines	<i>Mark Text</i>
Moving and reorganizing headlines	<i>Moving and Reorganizing</i>

JUSTIFICATION

LAYOUT MENU

The Justification command is a submenu with two commands:

<i>Default</i>	Specifies the justification that GrandView uses for the entire outline. The Default command is a submenu with commands for left and full justification.
<i>Marked Text</i>	Specifies the justification that GrandView uses for the selected text. The Marked Text command is a submenu with commands for left, right, full, centered, and default justification.

Default Justification

When you choose the Default command from the Justification submenu, GrandView displays a second submenu with two commands:

<i>Left</i>	Aligns text on the left margin and leaves a ragged right margin.
<i>Full</i>	Aligns text on both the right and the left margins.


The justification that you choose with the Default command is used throughout the outline. To change the justification for a selection of text, you use the Marked Text command on the Justification submenu.

To set the default justification:

1. Choose the Default command from the Layout menu's Justification submenu. GrandView displays the Default submenu.
2. Select the justification that you want to use:
 - Choose left justification if you want text to align at the left margin only.
 - Choose full justification if you want text to align at both the left and the right margins.

Selective Justification

To change the justification of a block of text so that it is different from the rest of the outline, you use the Justification submenu's Marked Text command. The Marked Text command is a submenu with five commands:

Left	Aligns text on the left margin only and leaves a ragged right margin. The keyboard command for left justification is  F6 .
Right	Aligns text on the right margin only and leaves a ragged left margin.
Full	Aligns text on both the left and the right margins.
Center	Centers text on each line and leaves ragged right and left margins. The keyboard command for centered justification is Alt F6 .
Default	Uses the justification that you have chosen with the Justification submenu's Default command.

The justification that you select using one of the commands on the Marked Text submenu applies only to the text that you selected with the Edit menu's Mark Text command. Using one of the commands on the Marked Text submenu does not change the outline's default justification.



GrandView applies the justification that you choose with the Marked Text command to entire paragraphs. If the block of text that you select includes part of a paragraph, and the paragraph is more than one line long, the justification is applied to the entire paragraph, including the lines that were not selected.

To change the justification of a block of marked text:

1. Use the Edit menu’s Mark Text command to select the block of text with the justification that you want to change.
2. Choose the Marked Text command from the Layout menu’s Justification submenu.
3. Choose Left, Right, Full, Center, or Default from the Marked Text submenu.

FOR MORE INFORMATION ON

SEE ALSO

Selecting blocks of text

Mark Text

KEY OPTIONS

SETUP MENU

The Key Options command lets you change the functions that are assigned to keystrokes in GrandView.

The Key Options command is a submenu with two commands:

- Special Keys

Specifies the keys used by GrandView to display menus, create headlines, and create new lines (i.e., insert hard carriage returns).
- Customize

Lets you modify GrandView’s key assignments.

The Special Keys Command

The Specials Keys command lets you choose between two ways to access menus and two ways to create a new headline:

FUNCTION	KEYSTROKE CHOICES
Menu Key	<div>F10</div>
	<div>/</div>
New Headline/New line	<div>Ctl↵</div> (creates new headline)
	<div>↵</div> (creates new line)
	OR
	<div>↵</div> (creates new headline)
	<div>Ctl↵</div> (creates new line)

If you are a frequent spreadsheet user, you may find **/** a more convenient menu key than **F10** (the default menu key).

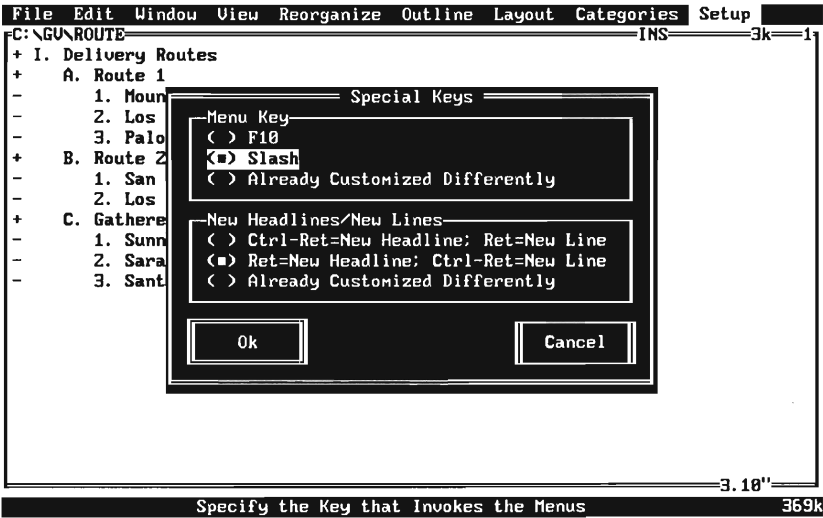
If you regularly use a word processor, you may find it easier to create new headlines by pressing **Ctrl-Enter** instead of **Ctrl-Enter** .

If you want to choose other keys for these functions, you can use the Customize command. (For information on the Customize command, see the following section.)

The changes you make with the Special Keys command take place immediately. The new assignment for the menu key appears in the status line. The new assignment for new headlines appears both on the status line and on the Insert Headlines submenu (Beneath Cursor Command).

When you choose the Special Keys command, GrandView displays the Special Keys dialog box:

The Special Keys dialog box












Menu Key Specifies the key to use to invoke the menus.





F10 Lets you use **F10** to access the menus.

/ Lets you use **/** to access the menus.

Already Customized Indicates that you have used the Customize command to specify another keystroke to invoke menus.

New Headlines/ New Lines	Specifies the operation of  and   in GrandView.
<i>Ctrl-Ret=New Headline; Ret=New Line</i>	Lets you create a new headline by pressing   and a new line by pressing  .
<i>Ret=New Headline; Ctrl-Ret=New Line</i>	Lets you create a new headline by pressing  and a new line by pressing   .
Already Customized	Indicates that you have used the Customize command to specify other keystrokes for creating new headlines and new lines.
OK	Updates the key configuration file that GrandView uses, and returns you to the outline. The changes you make are effective immediately.
Cancel	Cancels the operation and returns you to the outline.

To change the menu key or the function of the return key:

1. Choose Special Keys from the Key Options submenu (located on the Setup menu).
2. Choose the options that you want:
 - To choose a radio button, press  or .
 - To move between the two sets of radio buttons, press .
3. When you have finished, choose OK, or press .

The Customize Command

The Customize command controls all the keyboard commands that you can use with GrandView. Keyboard commands represent the shortcuts you can use instead of choosing a command from a menu. For example, the keyboard command for Save is **Alt S**; you can save your outline by choosing Save from the File menu OR by pressing **Alt S**, the Save command's keyboard command. Keyboard commands appear in the menus, to the right of the commands they execute.



*Keyboard commands with more than two keys (e.g., **Ctrl K P**) do not appear in the menu.*

The Customize command also controls the way mouse clicks operate. For example, double-clicking to the left of a headline expands or collapses it; single-clicking on a command with a submenu displays the submenu, and so on. You can use the Customize command to customize mouse clicks in the same way that you use it to customize keyboard commands.

With the Key Options Customize command, you can do the following:

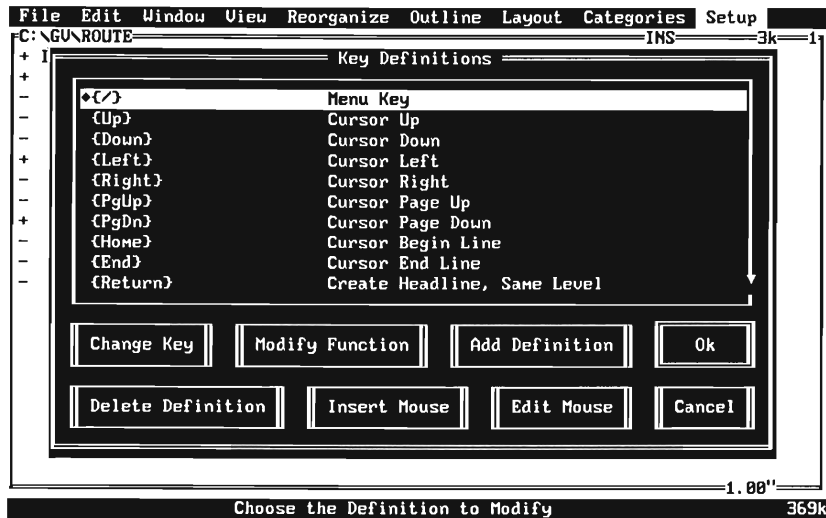
- View a list of all of the key assignments in GrandView.
- Change any keyboard command that performs a GrandView function.
- Delete keyboard commands for functions you don't use.
- Create new keyboard commands.
- Create multi-key keyboard commands.
- Change the way that mouse clicks work.

When you use the Customize command, GrandView immediately updates the file, GV.KEY, where it stores all of the key assignments it uses. The changes, additions, and deletions you make to the keyboard commands are reflected in the menus, status line, and messages, where GrandView displays keyboard commands. For example, if you change the keyboard equivalent for the Print command from **Alt P** to **Ctrl P**, the Print submenu will show **Ctrl P** as the Print command's keyboard command. Similarly, if you use Customize to change the Help key from **F1** to **F3**, the status line at the bottom of the screen will read "... **F3** for Help."

When you are using the Customize command, it is possible to accidentally delete a keyboard command or remove a function you will later need. For your convenience, a backup key configuration file (GVBAK.KEY) and a batch file (ORIGKEY.BAT) have been included so that you can restore the original key assignments when necessary. The batch file copies the backup key configuration file GV.KEY.

Customizing Keyboard Commands

When you choose the Customize command, GrandView displays the Key Definitions dialog box:



Key Definitions dialog box

Keyboard Commands and Mouse Events

Lists all of the keyboard commands and mouse events that GrandView recognizes.

Keyboard commands are enclosed in curly brackets and are displayed according to these rules:

- Key definitions are sorted by key group.
- **Ctrl** appears as Ctrl.
- **⇧** is spelled out as Shift.
- **Alt** appears as Alt.
- keystrokes that appear inside brackets must be pressed simultaneously. Keystrokes that are not enclosed together in brackets are pressed one after the other. For example, {Alt P} means that you hold down **Alt** while you type **P**; {Ctrl K}{P} means that you hold down **Ctrl** while you type **K**, then release **Ctrl** and then press **P**.
- If a command contains a capitalized letter, you do not have to hold down the shift key unless the word shift appears in the keyboard command. For example, {Alt A} means that you hold down **Alt** while you press **A**; you do not hold down **Alt** and **⇧** when you press **A**.

For example, {Ctrl Q} {Del} means you press **Ctrl** and **Q** at the same time, and then press **Del** .

Mouse clicks begin with the letter M followed by a colon and the modifier keys, followed by the position in the outline in which you click the mouse. The modifier keys are:

Left mouse button	Lower-case l
Right mouse button	Lower-case r
Double clicks	Lower-case d
Alt (Alt)*	a
Shift (⇧)*	s
Ctrl (Ctrl)*	c

* Hold down **Alt**, **⇧**, or **Ctrl** while you click the right mouse button in the outline text.

Change Key

Lets you change the keystrokes assigned to a given function. You can assign a keystroke command containing up to six keystrokes. (Any keyboard command with more than one keystroke, however, is not displayed in the menu). You use Change Key when you want to modify an existing keyboard command. For example, if you want to change the Save command's keyboard command from **Alt S** to **Ctrl S**, you use Change Key.

NOTE: *If you assign more than one function to a key, the last assignment you make will take effect.*

Modify Function Lets you change the function assigned to a given keystroke. When you choose this button, GrandView prompts you for the new function that you want to assign to the key.

Add Function Lets you assign a function to a given keystroke. When you choose this button, GrandView displays a list of all its functions and prompts you for which function you want to add. After you have chosen the function, GrandView prompts you for the key that you want to assign to that function. You use the Add Function button if, instead of changing an existing keystroke, you want to

- add another keystroke to a function, OR
- create a keyboard equivalent for a function that doesn't have one.

For example, if you want the Save command to have two keyboard equivalents, **Alt S** and **Ctrl S**, you use Add Function.

NOTE: *If you assign more than one function to a key, the last assignment you make will take effect.*

Delete Definition

Lets you delete any function and its assigned keys. GrandView displays a prompt before completing the deletion, allowing you to change your mind.

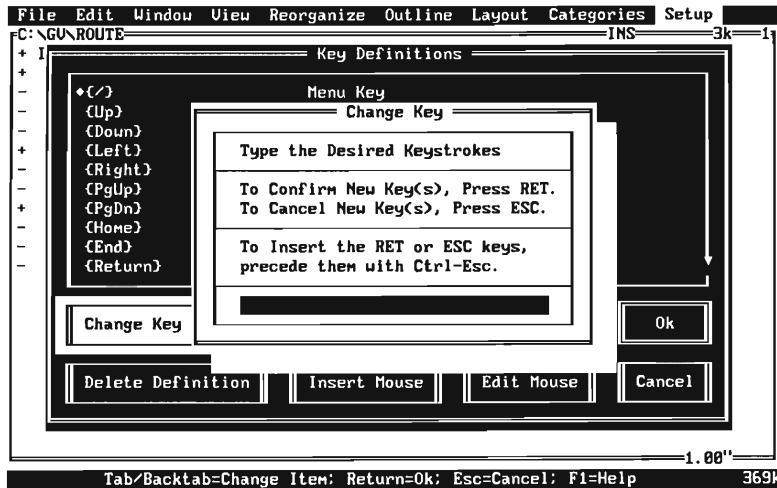


It's important to exercise caution when deleting keys. This is especially true of the menu key. Always leave at least one menu key assigned.











<i>Insert Mouse</i>	Lets you assign a function to a mouse event. When you choose this button, GrandView displays a series of dialog boxes that let you specify the position, the modifiers and the keyboard function for the new mouse event. For more information on inserting mouse events, see <i>Customizing Mouse Events</i> , later in this section.
<i>Edit Mouse</i>	Lets you change the function assigned to a mouse event. When you choose this button, GrandView displays a series of dialog boxes that let you change the position, the modifiers and the keyboard function associated with the mouse event you're editing. For more information on editing mouse events, see <i>Customizing Mouse Events</i> , later in this section.
<i>OK</i>	Writes your changes to the GV.KEY file and returns you to the outline.
<i>Cancel</i>	Cancels any changes you have made to key assignments and returns you to the outline.



To change a keyboard command

1. Choose the Customize command from the Key Options submenu (located on the Setup menu).
 2. Use the up and down arrow keys to select the key function whose key assignment you want to change. Functions are listed by key.
 3. Choose Change by pressing ☐ or ☐.
- GrandView displays the Change Key dialog box:



The Change Key dialog box

4. Type the key(s) that you want to assign to the function you have selected:
 - Use up to six keystrokes for the keyboard command. A keystroke is the key(s) contained within the curly brackets. For example, {Ctrl S} is one keystroke (even though two keys are used), and {Ctrl K}{S} is two keystrokes.
 - To use  in the keyboard command, you must precede it with  . For example, if you want to assign   to the function you have selected, press  , and then type  .
5. Press  to accept the keyboard assignment. GrandView returns you to the Key Definitions dialog box and displays the revised key assignment at the top of the list.

NOTE: Press  if you make a mistake when you are entering the keystrokes, or if you want to cancel the key assignment. GrandView returns you to the Key Definitions dialog box without making any changes.
6. Press , or choose OK, to update the key definition file with your change and return to the outline.

To change the function assigned to a keyboard command:

1. Choose the Customize command from the Key Options submenu (located on the Setup menu).
2. Use the and arrow keys to select the function whose keyboard assignment you want to change. Functions are listed by key.
3. Choose the Modify Function button by pressing .
- GrandView displays the Keyboard Functions dialog box. The keyboard functions are organized by menu structure.
4. Use the arrow keys to choose the function that you want assigned to the selected key.
5. Press , or choose OK.

To delete a keyboard command:

1. Choose the Customize command from the Key Options submenu (located on the Setup menu).
2. Use the and arrow keys to select the function whose keyboard assignment you want to delete. Functions are listed by key.
3. Choose Delete by pressing .
- GrandView displays a prompt dialog box to verify that you want to delete the selected key definition. Choose Yes to delete the definition, or No to cancel the command.
4. Press , or choose OK, to write your changes to the key definition file and return to the outline.

To add a keyboard command:

1. Choose the Customize command from the Key Options submenu (located on the Setup menu).

2. Choose the Add button by pressing **[A]**.

GrandView Displays the Keyboard Functions dialog box. This dialog box lists all of the functions in GrandView to which you can assign a keyboard command. The keyboard functions are organized by menu structure.

3. Use the **[↑]** and **[↓]** arrow keys to select the function for which you want to create a keyboard command. Related functions are grouped together.

4. Choose OK.

GrandView displays the Change Key dialog box.

5. Type the key(s) that you want to assign to the selected function.

- You can insert up to six keystrokes for the keyboard command. A keystroke is the key(s) contained within the curly brackets. For example, {Ctrl S} is one keystroke (even though two keys are used), and {Ctrl K}{S} is two keystrokes.
- To use **[←]** in the keyboard command, you must precede it with **[Ctrl] [Esc]**. For example, if you want to assign **[←] [S]** to the function you have selected, press **[Ctrl] [Esc]**, and then type **[←] [S]**.

6. Press **[←]** to accept the keyboard assignment. GrandView returns you to the Key Definitions dialog box and displays the new key assignment at the top of the list.



NOTE: Press **[Esc]** if you make a mistake when you are entering the keystrokes, or if you want to cancel the key assignment. GrandView returns you to the Key Definitions dialog box without making any changes.

7. Press **[←]**, or choose OK, to add the new keyboard command to the key definition file and return to the outline.

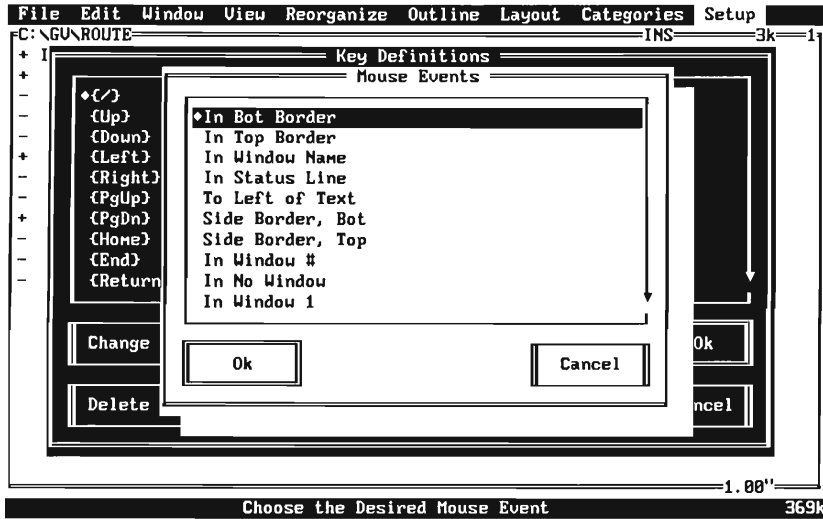
Customizing Mouse Events

In addition to changing key commands, you can use the Key Options' Customize command to change the way the mouse works. With the Customize command, you can assign GrandView functions to mouse events. A mouse event is simply a click or a double click of the mouse at a specific location in the outline. Many GrandView functions already have mouse events assigned to them. For example, if you click with the left mouse button on the file name (located in the upper left corner of the window border), GrandView will choose the Zoom command. You can also modify or delete existing mouse events (like the one just described) with the Customize command.

A mouse event has three components: a location, a button, and a modifier key such as **Ctl**, **Alt**, or **⇧**. (This component is optional.) The following table shows the mouse event components for three GrandView commands as well as how the mouse event is listed in the Key Definitions dialog box:

COMMAND DEFINITION	POSITION	BUTTON	MODIFIER KEY	KEY DEFINITION
Move Right	In Text	Right	⇧	M:rs:In Text
Mark Headline	To Left of Text	Right	Alt	M:ra:To Left of Text
Expand Suboutline	To Left of Text	Left	Ctl	M:rc:To Left of Text

When you choose either the Insert Mouse or Edit Mouse buttons, GrandView displays a series of three dialog boxes. First, it displays the Mouse Event Position dialog box:



**Mouse Event
Position dialog
box**

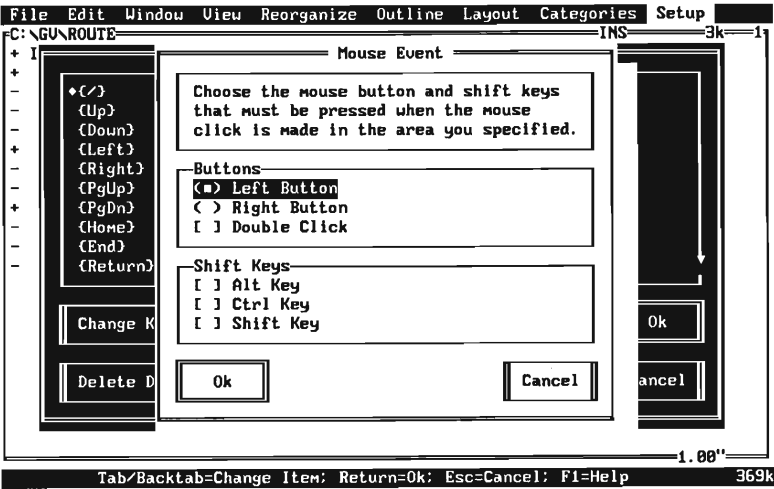
Positions Lists the different positions you can click with the mouse to trigger the function to which the mouse event is assigned.

OK Accepts your choice and opens the Mouse Buttons/Modifier Keys dialog box

Cancel Cancels the command and returns you to the Key Definitions dialog box.

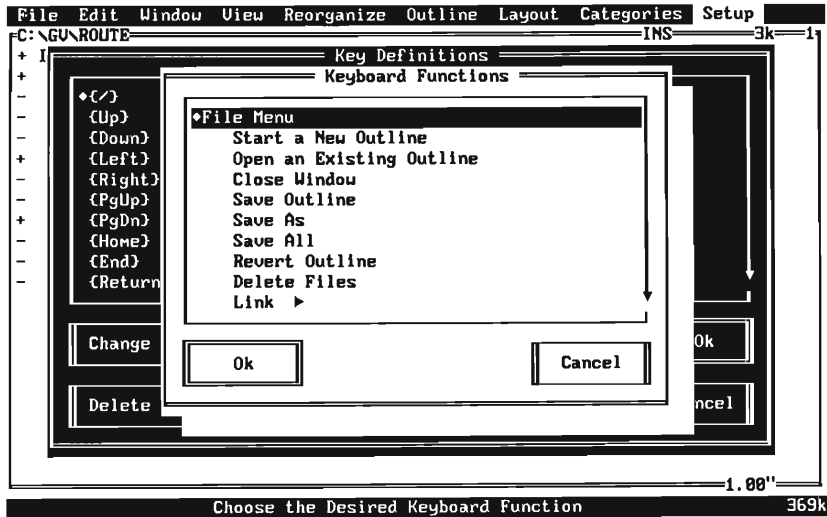
The second dialog box lists the buttons and modifier keys you can use in a mouse event:

Mouse Buttons/
Modifiers dialog
box



Buttons	Specifies which button is used to trigger the function the mouse event is assigned to. The Double Click option lets you assign a double click to the function instead of a single click.
Shift Keys	Lets you specify which modifier key (Alt , Ctrl , or ⇧), if any, is used as part of the mouse event.
OK	Accepts your choices and opens the Keyboard Functions dialog box.
Cancel	Cancels the command and returns you to the Key Definitions dialog box.

The third dialog box is a list of keyboard functions you can assign to the mouse event




Keyboard Functions dialog box

Functions List Lists the functions you can assign to a mouse event. The functions are organized according to GrandView's menu structure. Functions that aren't included in a menu are listed at the end.

OK Assigns the function to the mouse event you specified in the first two dialog boxes. After you choose OK, GrandView returns you to the Key Definitions dialog box.

Cancel Cancels the command and returns you to the Key Definitions dialog box.

To add a mouse event:

1. Choose Customize from the Setup Menu's Key Options submenu.
2. Choose the Insert Mouse button.
3. Select the location for the mouse event, and press .

4. Choose the left or right button and a modifier key for the mouse event . Press OK to continue or Cancel to return to the Key Definitions dialog box.



The modifier key is optional.

5. Select a function to assign to the mouse event.
6. Choose OK to assign the function to the mouse event, OR
Choose Cancel to return to the Key Definitions dialog box.

To delete a mouse event:

1. Choose Customize from the Setup Menu's Key Options submenu.
2. Use the arrow keys to select the mouse event you want to delete.



*The mouse events are listed at the end of the key definitions list. To get to the end of the list quickly, press **End** . Then use **PgUp** to quickly move to the top of the list of mouse events.*


3. Choose the Delete Definition button. GrandView displays a dialog box asking you to confirm the deletion.
4. Choose Yes to delete the definition.
Choose No or Cancel to cancel the delete.

To change a mouse event:

1. Choose Customize from the Setup Menu's Key Options submenu.
2. Use the arrow keys to select the mouse event you want to modify.



*The mouse events are listed at the end of the key definitions list. To get to the end of the list quickly, press **End** . Then use **PgUp** to quickly move to the top of the list of mouse events.*

3. Choose the Edit Mouse Button. GrandView displays the Mouse Position dialog box.
4. Use the arrow keys to select the location for the mouse event, and press . You can choose a new location or you can choose the same location. After you have chosen the location, GrandView displays the Mouse Button/Modifiers dialog box.
5. Change the the button and/or modifier key for the mouse event.
6. Choose OK to continue, OR
Choose Cancel to return to the Key Definitions dialog box.
GrandView displays the Keyboard Functions dialog box.
7. Use the arrow keys to change a function assigned to the mouse event.
8. Choose OK to save your modifications, OR
Choose Cancel to cancel the command and return to the Key Definitions dialog box.

Restoring GrandView's Original Keyboard Commands

The keyboard commands assigned to GrandView's functions can greatly influence GrandView's ease of use. For example, you can configure GrandView to use the same keystrokes that your other software products use. This can help you decrease the amount of time spent learning new key assignments and increase your overall productivity.

When modifying key and mouse assignments, however, it is possible to make mistakes. For your convenience, two helpful files have been included to help you restore GrandView's original key and mouse assignments: (1) a backup key configuration file, with all of GrandView's original keyboard commands and mouse events, and (2) a batch file for easy installation. In the event that you change or delete different key assignments than you intended to modify, you can use these files to easily restore GrandView's original keyboard and mouse assignments.

NOTE: *When you use the Installation program to install GrandView, the GVBAK.KEY and ORIGKEY.BAT files are copied from the Sample Files/Utilities disk to your GrandView subdirectory.*

To restore the original key definitions and mouse events:

1. Choose Quit from the File menu.
2. Check the GrandView subdirectory to be sure you have the GVBAK.KEY and ORIGKEY.BAT files. If you don't have the files, copy them from your original Utilities disk into the GrandView subdirectory before proceeding.
3. At the DOS prompt, type

c:\gv> ORIGKEY 

GrandView copies the backup key configuration file to GV.KEY.



This process overwrites your current key definitions. You cannot restore individual keyboard command and/or mouse event assignments.

FOR MORE INFORMATION ON**SEE ALSO**

Accessing menus

Menus

Creating headlines

Insert Headline

Keyboard commands

*Appendix A, GrandView
Keyboard Commands*

Quick Reference Guide

Creating macros

Macros

Using a mouse

*Appendix C, Using a Mouse with
GrandView*

The Labels command is a submenu of commands that let you select, modify, and create labeling styles for GrandView's outlines. With the commands on the Labels submenu, you can do the following:

- Select the label style to use with an outline.
- Modify the current label style.
- Specify the default label style.
- Create a new label style.
- Name and save a label style for future use.
- Remove the label and/or indent from individual headlines.
- Restore a label to a headline that has had its label removed.
- Restart the numbering sequence within a labeling style.
- Turn structure symbols on or off.

Each outline has its own label style. When you create or select a label style, GrandView applies it to the current outline only. You can use different label styles in the same outline for Outline View, Category View, and Calendar View. For example, you might use the traditional Harvard label style in Outline View and the bullet style for Calendar View.

The Labels Submenu

The Labels submenu has eight commands:

<i>Get Style</i>	Lets you pick a labeling style from a list of predefined styles.
<i>Save As Named Style</i>	Allows you to name the current label style and save it for later use.
<i>Customize Current Style</i>	Lets you modify the current outline's label style.
<i>Set Default Style</i>	Lets you specify the label style to use automatically with new outlines.
<i>Skip Label</i>	Removes the label from the current headline. The headline's indentation remains the same.
<i>Restart Sequence</i>	Restarts the sequence of labels at the current headline. If the headline labels are Arabic or Roman numerals, the sequence begins with 1, I, or i. If the headline labels are letters, the sequence restarts with A or a.
<i>Turn Label On/Off</i>	Affects both the label and the indent. Turn Label Off removes the label and the indent from the current headline. Turn Label On restores them. The keyboard command for Turn Label On/Off is Ctrl F2 .
<i>Normal Label</i>	Restores the original label to a headline whose label you have removed or changed with the Skip Label, Restart Sequence, or Turn Label Off commands.

Using Label Styles

GrandView already has nine preconfigured label styles. You can use these styles “as is,” or you can use them to create your own custom label styles. You use the Get Style command to select a preconfigured style or a style that you saved with the Save As Named Style command. The preconfigured label styles are as follows:

Harvard	Indents each level of the outline and uses a mixture of Roman numerals, letters, and Arabic numerals for headline labels. Harvard is the default style.
Legal	Indents each level of the outline and assigns a number to each headline, showing its level and placement in the outline.
All Numeric	Indents each level of the outline and assigns an Arabic numeral to each headline.
All Bullets	Indents each level of the outline and places a bullet in front of each headline.
Line	Indents each level of the outline and uses a vertical line to connect all headlines on the same level.
Checklist	Indents each level in the outline and places a line before each headline, creating a form that you can use to check off items.
ThinkTank	Indents each level of the outline and assigns a plus (+) or a minus (-) to each headline. A plus indicates that the headline has subordinate information; the minus indicates that there is no subordinate information.
Plain Text, Indented	Indents each level but does not assign headline labels.
Plain Text, No Indent	Does not indent and does not assign headline labels. In this style, headlines at every level begin at the left margin.

When you choose the Get Style command from the Labels submenu, GrandView displays the following dialog box:



Labeling Styles Lists the nine preconfigured headline styles. This box also lists any custom headline styles that you have created and saved with the Save As Named Style command. You can select a headline style by using the arrow keys to highlight it or by typing the style name in the field at the bottom of the style list.

OK Closes the dialog box and displays the outline, using the headline style that you have selected.

Delete Removes the headline style that you have selected.

Cancel Closes the dialog box and cancels the command.

To change label styles:

1. Choose Get Style from the Outline menu's Labels submenu.
2. Use the arrow keys to select the headline style that you want to use, or type the style name at the bottom of the Styles list.
3. Choose OK to apply the selected style, or Cancel to cancel the procedure.


To remove a label style:

1. Choose Get Style from the Outline menu's Labels submenu.
2. Use the arrow keys to select the headline style that you want to delete, or type the style name at the bottom of the Styles list.
3. Choose OK to delete the selected style, or Cancel to cancel the procedure.

Setting the Default Label Style

When you first use GrandView, the default label style is Harvard. Every new outline you open uses the Harvard label style. You can change the default label style by choosing Set Default from the Labels submenu. When you have done this, all new outlines you create use the label style that you have selected. Existing outlines are not affected; they use the label style that you selected when you created them.

To specify the default label style:

1. Choose Get Style from the Outline menu's Labels submenu.
2. Use the up and down arrow keys to select the labeling style that you want all new outlines to use, and press .

GrandView displays the current outline with the label style that you have selected.

3. Choose Set Default Style from the Outline Menu's Labels submenu.

Changing Headline Labels

You can change headline labels on a headline-by-headline basis, or you can modify the label style that the outline is currently using. To change individual headline labels, you use the Skip Label, Restart Sequence, Turn Label On/Off, and Normal Label commands on the Labels submenu. To modify, or customize, an existing headline labels style, you use the Customize Current Style command.

SKIP LABEL COMMAND

To remove the label from an individual headline, you use the Skip Label command. This command removes only the headline's label; the headline's indent is preserved.

To remove a headline's label:

1. Select the headline whose label you want to remove.
2. Choose the Skip Label command from the Labels submenu.

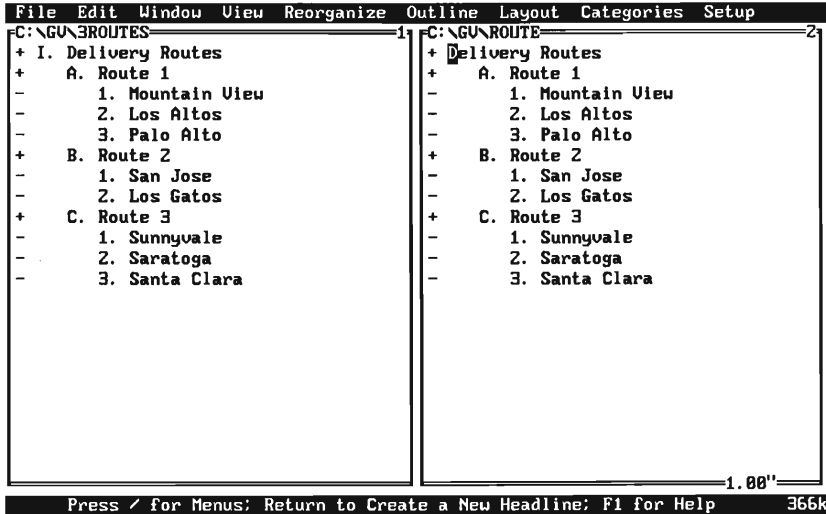
GrandView removes the label from the current headline and renumbers the rest of the labels at the same level as the current headline.



When you use the Skip Label command, GrandView removes only the label; the indent is preserved. When you use the Turn Label Off command, both the label and the indent are removed.

TURN LABEL OFF COMMAND

To remove both the label and the indent from a headline, you use the Turn Label Off command. This command aligns the headline with the left margin. The subheadlines retain the same labels and indentation. The following illustration shows an outline before and after the Turn Label Off command was used on the current headline:



*Before and after
the Turn Label
On/Off command
is used*

To remove the label and the indent from a headline:

1. Select the headline whose label and indent you want to remove.
2. Choose the Turn Headline Off command from the Labels submenu. GrandView removes the headline's label and indent.

NOTE: *The Turn Label Off command is a toggle. After you have removed a headline's label and indent with the Turn Label Off command, the command name changes to Turn Label On.*

RESTART SEQUENCE COMMAND

After using the Turn Label Off command to remove the label and indent from a headline, you may want to renumber the headlines that follow that headline. To start the number sequence over again, you use the Restart Sequence command. This command changes the current headline's label so that it is the first number or letter in the sequence. The headlines following the current headline are renumbered as well.

To restart the numbering sequence:

1. Select the headline with which you want the numbering to start over.
2. Choose the Restart Sequence command from the Outline menu's Labels submenu. GrandView restarts the labeling sequence with the current headline.

NORMAL LABEL COMMAND

To undo the effect of one of the special label commands (the Skip Label, Restart Sequence, and Turn Label Off commands), you use the Normal Label command. This command restores the headline's original label and indent.

To restore a label:

1. Choose the headline whose label you want to restore.
2. Choose the Normal Label command from the Labels submenu.

CUSTOMIZE CURRENT STYLE COMMAND

When you choose the Customize Current Style command, GrandView displays the following dialog box:



The Change Label dialog box

Outline Level Indicates which level of the outline you are defining. You define the headline labels for up to eight different levels. Beyond the eighth level, the headline labels repeat in sequence.

Label/Punctuation Indicates the number, letter, or symbol that should appear before a headline at the level you are defining. Some label types also include a punctuation mark.

+/- Places a plus sign before a headline that contains subordinate information, or a minus sign before a headline that does not contain subordinate information. This label type does not use punctuation.

A Uses uppercase letters as headline labels. The default punctuation for this label is the period (.).

a Uses lowercase letters as headline labels. The default punctuation for this label is the period (.).

//	Uses uppercase Roman numerals as headline labels. The default punctuation for this label is the period (.).
ii	Uses lowercase Roman numerals as headline labels. The default punctuation for this label is the period (.).
1	Uses Arabic numerals as headline labels. The default punctuation for this label is the period (.).
■	Uses square bullets as headline labels. This label type does not use punctuation.
1.2	Uses legal numbers as headline labels. The default punctuation for this label is the period (.).
Line	Uses vertical lines to connect headlines at the same level. This label type does not use punctuation.
None	Indicates that the headline should appear without a number, letter, or symbol. This label type does not use punctuation.
Custom	Uses as a headline label any symbol that you specify. Enter the symbol that you want to use as a custom label in the punctuation field to the right of this option.
Label Justification	Indicates whether the headline label should be aligned to the right or to the left.
<i>Left Justified</i>	Aligns the label to the left.
<i>Right Justified</i>	Aligns label to the right.
<i>Distance from Headline</i>	Specifies the distance between a right-justified label and the beginning of the headline.



The Distance from Headline setting is used only with right-justified labels. GrandView automatically calculates the distance between left-justified labels and the beginning of the headline.

Font and Style	Indicates the font and style that GrandView should use for the headline label.
Bold	Boldfaces the headline label.
Italics	Italicizes the headline label.
Font	Specifies the font to use for the headline label. To display a list of fonts to choose from, press <input type="text" value="Spacebar"/> .
Global Settings	Specifies the settings used for all headline labels in the outline.
Indent Per Level	Indicates the size of the headline indent.
First Number	Specifies the starting number for the first level's labeling sequence. If the first level uses a letter, GrandView translates 1 through 26 as the corresponding letters of the alphabet, beginning with A = 1. For example, if you enter 13, GrandView starts the labeling sequence with the letter M. Similarly, if you have Roman numerals selected as the label type for the first level, GrandView translates 13 as XIII.
Labels to Level	Indicates how many levels of the outline should contain labels. The maximum number of levels in an outline is 999. For example, if you type 8 in this field, GrandView assigns labels to the first eight levels. Headlines at subsequent levels are indented but do not have labels.
Show Structure Symbols	Specifies whether or not the leader characters + and – should be shown to the left of the outline. Leader characters are for display purposes only; they are not printed.
Create Named Style	Allows you to save the settings that you have specified as a style for later use. When you choose this button, GrandView displays the Create Named Label Style dialog box.

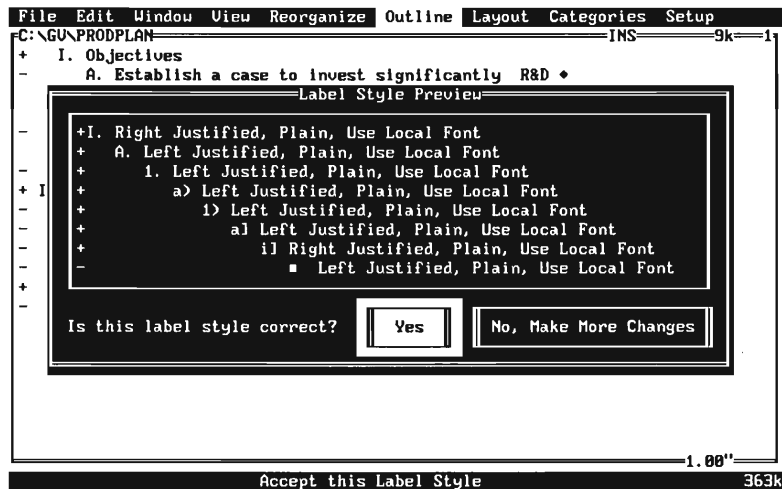
Get Style Lets you choose a saved style to use as the basis for a new style. When you choose this button, GrandView displays the Get New Label Style dialog box.

Set Defaults Saves the settings that you have specified as the default label style for all new outlines, as well as for the current outline.

All Same Indicates that the headline labels for all levels use the characteristics that you selected for Level 1.

OK Closes the dialog box and displays the current outline with the new labeling style.
When you choose OK, GrandView displays the Label Style Preview dialog box:

Label Style Preview



This dialog box shows you an outline with the labels, justification, font, and style that you have chosen for each level. The Label Style Preview lets you see how your custom label style looks before you apply it to the outline. If the style is not correct, you can return to the Custom Labels dialog box by choosing the button labeled “No, Make More Changes.” If the style is correct, you can choose the Yes button to apply the style to the outline.

Cancel Cancels the command and closes the dialog box.

To customize the current label style:

1. Choose Customize Current Style from the Outline menu's Labels submenu.
2. Choose Level 1, and fill in the characteristics of the headline labels at that level.
3. Fill in the characteristics of Levels 2 through 8, using one of these methods:
 - Choose Level 2, fill in the label characteristics, choose Level 3, and so on.
 - Choose All Same to use the Level 1 characteristics for all levels of the outline.
4. When you have finished defining the headline labels at each level, you can do one of four things:
 - Choose OK to preview the label style. After you have chosen OK, GrandView displays the Label Style Preview dialog box. If the label style is the way you want it, choose OK. If it is not the way you want it, choose the button labeled "No, Make More Changes."
 - Choose Create Named Style to save the style for later use. GrandView displays the Named Styles dialog box, in which you enter a name for the label style. Choose OK to save the label style, apply it to the current outline, and close the dialog box. To return to the dialog box to make changes, choose Cancel.
 - Choose Set Defaults to make the new style the default style for all new outlines. This command also applies the new style to the current outline and closes the dialog box.
 - Choose Cancel to cancel the procedure and close the dialog box without making any changes to the current outline's labeling style.

Saving Label Styles

With the Save as Named Style command, you can save any of your customized label styles for future use. You can also use this command to rename a label style.

To save the current label style for future use:

1. Choose the Save As Named Style command from the Labels submenu.
 2. Type a name for the label style you are saving, or use the arrow keys to choose a name from the list of saved styles displayed in the dialog box. If you choose an existing name, GrandView overwrites the existing style with the current style. You will no longer be able to use the style originally associated with the name.
 3. Choose OK to save the new style, or Cancel to cancel the procedure. Either of these commands will close the dialog box.
-

To rename an existing label style:

1. Choose the label style whose name you want to change.
2. Choose the Save As Named Style command from the Labels submenu.
3. Use the arrow keys to select the label style whose name you want to change.
4. Type a new name for the label style.
5. Choose OK to save the style with the new name, or choose Cancel to cancel the procedure. Either of these commands will close the dialog box.

<i>LABELS</i>	
FOR MORE INFORMATION ON	SEE ALSO
Default settings	<i>Save All Defaults</i>
Headline levels	<i>Outlines</i>
Outlines	<i>Outline View</i>
Viewing category assignments	<i>Calendar View</i> <i>Category View</i>

LAYOUT STYLES

LAYOUT MENU

The Layout Styles command is a powerful formatting tool that can greatly increase your productivity. With Layout Styles, you can save all the formatting information contained in one outline and use it in another outline without setting each format option individually. Using Layout Styles also ensures a consistent look for all your documents.

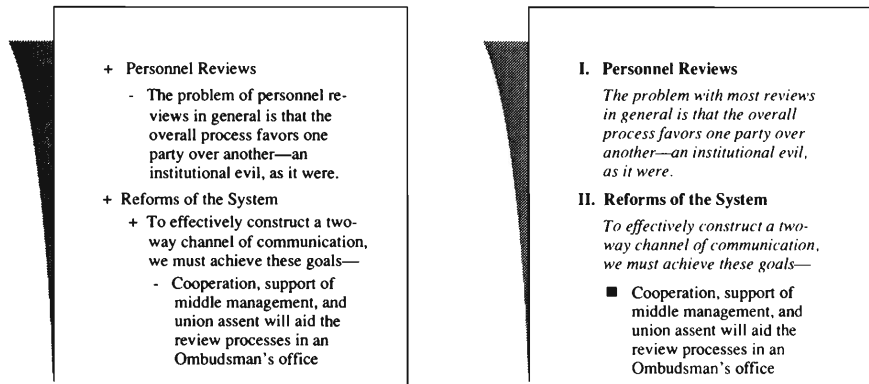
Layout Styles allows you to separate content information (the outline) from formatting information (the layout style). For example, suppose you regularly write three kinds of documents:

- *reports* with first-level headlines in bold face and with Harvard labeling
- *action lists* with one level of bulleted headlines
- *business letters* with single spacing and margins that fit your company letterhead

With Layout Styles, you can use a single command to apply one of these formats to your outline.

You can also import and export individual layout styles so that others can use them. For example, a layout style can be distributed to each member of a group so that all the documents they produce are in the same format and style.

The following illustration shows an unformatted outline and the documents that result when two different layout styles are applied to it:



Format Options

More than eighty-five settings affect the format of an outline printed from GrandView. Each of these settings can be included in a layout style. The Layout Styles command includes the settings controlled by these commands:

- Label Style
- Default Font
- Default Style
- Font by Level
- Style by Level
- Default Line Spacing
- Line Spacing by Level
- Default Justification
- Automatic Headers/Footers
- Custom Alternating Headers/Footers
- Table of Contents
- Page Margins

- Page Breaks to Level
- Print Options
- Date Format
- Time Format

Layout Styles Submenu

The Layout Styles submenu contains five commands:

<i>Get Style</i>	Lets you choose a layout style.
<i>Create Named Style</i>	Saves the current layout style.
<i>Set Default Style</i>	Makes the current layout style the layout style used in all new outlines.
<i>Export</i>	Saves a style for use by someone else.
<i>Import</i>	Adds an exported style to your collection of layout styles.

Each of these commands is discussed in the following sections.

Using Layout Styles

To change layout styles, use the Get Style command on the Layout Styles submenu. You can also use the Get Style command to delete layout styles that you no longer need.

When you choose the Get Style command, GrandView displays the Get A New Layout Style dialog box:



Get A New Layout Style dialog box

Layout Styles Lists the currently available layout styles.


OK Applies the layout style you selected to the current outline.

Delete Removes the selected layout style.

Cancel Cancels the command and returns you to the outline.

To select a layout style:

1. Choose the Get Style command from the Layout Styles submenu.
2. Use the arrow keys to select the layout style that you want to use.

3. Press , or choose OK.


GrandView applies your choice of layout style to the current outline.

To delete a layout style:

1. Choose the Get Style command from the Layout Styles submenu.

GrandView displays the Get A New Layout Style dialog box.

2. Use the arrow keys to select the layout style that you want to delete.

3. Use the Tab key to choose the Delete button, and press .

After you have selected a layout style to delete, Grandview displays a dialog box that asks you to confirm the deletion.

4. Delete the layout style or cancel the command:

- To delete the layout style, choose Yes.
- To cancel the command, choose No or Cancel.

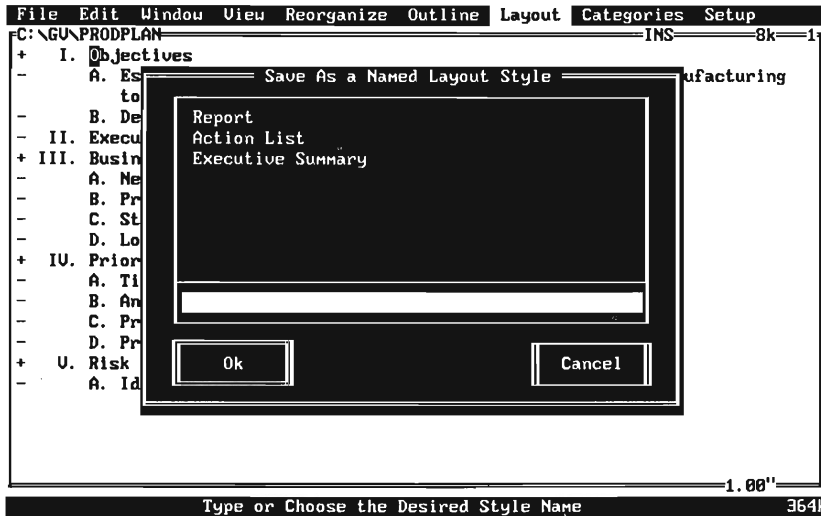
GrandView returns you to the Get A New Layout Style dialog box.

Creating and Modifying Layout Styles

You can use the Layout Styles submenu's Create Named Style command to create a new layout style, modify the current layout style, or build a new layout style from another layout style:

- To create a new layout style, you format your outline with the options you want included and then save the settings as a style.
- To modify a layout style, you select the style that you want to modify, change the format options, and re-save the style with the same name.
- To build a new layout style based on another one, you select the style, make the necessary changes to the formatting, and save the style with a new name.

When you choose the Create Named Style command from the Layout Styles submenu, GrandView displays the Save As A Named Layout Style dialog box:




The Save As A Named Style dialog box

Layout Styles Lists the available layout styles.


OK Saves the layout style with the name that you have specified.

Cancel Cancels the command and returns you to the outline.


To create a layout style:

1. Format your outline with the settings that you want to save as a layout style.
2. Choose Create Named Style from the Layout Styles submenu.
GrandView displays the Save As A Named Layout Style dialog box.
3. Enter a name, and choose OK, or press .

To modify a layout style:

1. Choose Select from the Layout Styles submenu.
GrandView displays the Get a New Layout Style dialog box.
2. Use the arrow keys to select the layout style that you want to modify, and press .
3. Make the changes to the outline's formatting that you want reflected in the modified layout style.
4. Choose Create Named Style from the Layout Styles submenu.
5. Use the arrow keys to select the name of the layout style that you have modified.
6. Choose OK to save the changes to the layout style.
GrandView replaces the layout style's original format settings with the new ones.

To build a new layout style from an existing layout style:

1. Choose Get Style from the Layout Styles submenu.
GrandView displays the Get A New Layout Style dialog box.
2. Use the arrow keys to select the layout style that you will use to create the new style, and press .
3. Make the changes to the outline's formatting that you want reflected in the new style.
4. Choose Create Named Style from the Layout Styles submenu.
5. Type in a name for the new style.

6. Choose OK to save the new style.

GrandView creates a new style with the formatting options that you have chosen.

Default Layout Styles

The Set Default Style command on the Layout Styles submenu lets you designate the current layout style as the one used for all new outlines. Using the Set Default Style command affects only new outlines; existing outlines use the layout style that you selected for them (or the default layout style that was in effect when you created the outline).

To designate a layout style as the default for new outlines:

1. Choose the Get Style command from the Layout Styles submenu, and select the layout style that you want as the default for new outlines.

The layout style that you select becomes the current layout style.

2. Choose the Set Default Style command from the Layout Styles submenu.

GrandView makes your choice of layout style the default style.

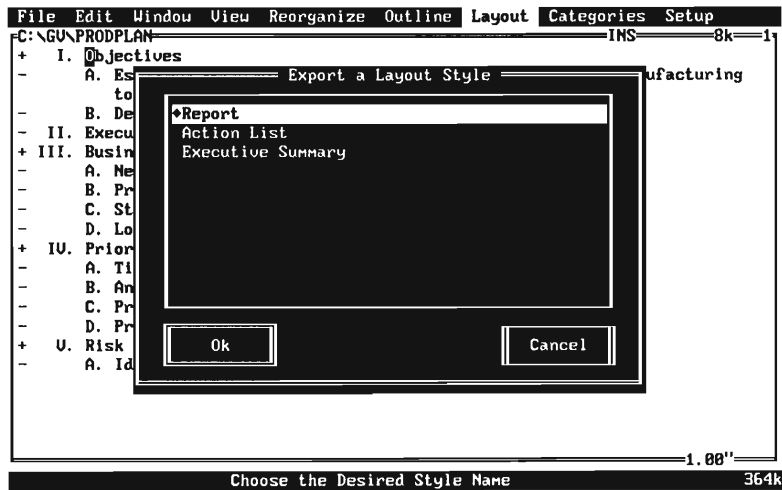
Exporting Layout Styles

To share layout styles with other GrandView users, you use the Import and Export commands on the Layout Styles submenu.

Exported layout styles are stored in special GrandView files with a .LAY extension (you provide an eight-letter filename when you export the style). The Export command creates the .LAY files, and the Import command reads the .LAY files. Each .LAY file contains only one layout style. After exporting a layout style, you give the .LAY file to another user, who then uses the Import command to add the style to his or her copy of GrandView. (Layout styles are stored in the GV.LYS file.)

When you choose the Export command on the Layout Styles submenu, GrandView displays the Export Layout Style dialog box. You use this dialog box to choose the style that you want to export:

The Export Layout Style dialog box



Layout Styles Lists available layout styles.

OK Exports the selected layout style. After you have chosen OK, GrandView displays the Export Layout Styles dialog box, in which you give the layout style an eight-letter filename.

Cancel Cancels the command and returns you to the outline.

After you have selected the layout style that you want to export, GrandView prompts you for an eight-letter filename. It then creates a file containing the layout style with the name that you have provided and the .LAY extension.

To export a layout style:

1. Choose Export from the Layout Styles submenu.
GrandView displays the Export Layout Style dialog box.
 2. Choose the layout style that you want to export, and press .
 3. Enter an eight-letter filename, and press .
- GrandView creates a layout file with the layout style that you have selected and the name that you have specified.

Importing Layout Styles


When you choose Import from the Layout Styles submenu, GrandView displays the Import Layout Style dialog box:



The Import Layout Style dialog box

The Import Layout Style dialog box lists all the .LAY files in the current directory. You choose the file containing the layout style that you want to import. GrandView adds the layout style to your library of layout styles and asks you if you want to apply it to the current outline.

To import a layout style:

- 1. Choose Import from the Layout Styles submenu.
GrandView displays the Import Layout Style dialog box.
- 2. Use the arrow keys to select the layout style file that you want to import, and press .
GrandView displays a prompt asking if you want to apply the layout style to the current outline.
- 3. Choose Yes to import the layout style and apply it to the current outline.
Choose No to import the layout style without applying it to the current outline.

FOR MORE INFORMATION	SEE ALSO
Selecting a label style	<i>Labels</i>
Specifying the default font	<i>Font</i>
Setting font by level	<i>Font</i>
Choosing the default style	<i>Style</i>
Setting style by level	<i>Style</i>
Specifying default line spacing	<i>Line Spacing</i>
Setting line spacing by level	<i>Line Spacing</i>
Specifying default justification	<i>Justification</i>
Creating automatic headers/footers	<i>Headers/Footers</i>
Creating custom headers/footers	<i>Headers/Footers</i>
Creating alternating custom headers/footers	<i>Headers/Footers</i>
Creating a table of contents	<i>Table of contents</i>

Choosing print options

Print

Printing

Print

Saving default settings

Save All Defaults

LINE SPACING

LAYOUT MENU

The Line Spacing command is a submenu with three commands:

- Default**

Specifies the line spacing that GrandView uses inside headlines, between headlines, and inside documents.
- Marked Text**

Specifies the line spacing that GrandView uses for the selected text. This command is a submenu with commands for single, double, triple, and default line spacing.
- By Level**

Specifies the line spacing that GrandView uses at each level of the outline.

The Default Line Spacing dialog box



Inside Headlines Controls the amount of line spacing within the headlines in your outline. The default is single spacing. In addition to double and triple spacing, you can select 1 1/2 and 2 1/2 line spacing within headline text.

Between Headlines Controls the amount of line spacing between the headlines in your outline. The default is single spacing. In addition to double and triple spacing, you can select 1 1/2 and 2 1/2 blank lines between any two headlines.

Inside Documents Controls the amount of spacing within the documents in your outline. The default is single spacing. In addition to double and triple spacing, you can select 1 1/2 and 2 1/2 line spacing within document text.

OK Saves the settings that you have selected with the current outline.

Set Defaults Saves the settings that you have selected with the current outline and applies these settings to all new outlines that you create (until you change them).

Cancel Cancels the command and closes the dialog box.

NOTE: *The line spacing that you choose with the Default command is used throughout the outline. To change the line spacing of a selection of text, you use the Marked Text command on the Line Spacing submenu. To change the line spacing by outline level, you use the By Level command on the Line Spacing submenu.*

To set the default line spacing:

1. Choose the Default command from the Layout menu's Line Spacing submenu.
2. Use the arrow keys to choose the radio button next to the line spacing that you want to use inside headlines, between headlines, and inside documents.

3. After you have finished choosing the line spacing for your outline, choose one of three buttons:
- To save the line spacing selections for the current outline, choose OK.
 - To save the line spacing selections for the current outline and for all new outlines, choose Set Defaults.
 - To cancel your changes, choose Cancel.

Selective Line Spacing

To change the line spacing of a block of text so that it is different from the rest of the outline, you use the Line Spacing submenu’s Marked Text command. The Marked Text command is a submenu with four commands:

<i>Single</i>	Single-spaces the selected text.
<i>Double</i>	Double-spaces the selected text.
<i>Triple</i>	Triple-spaces the selected text.
<i>Default</i>	Uses the default line spacing that you have chosen with the Default command.

The line spacing that you select using one of the commands on the Marked Text submenu applies only to the text that you have selected with the Edit menu’s Mark Text command. Using one of the commands on the Marked Text submenu does not change the outline’s default line spacing.

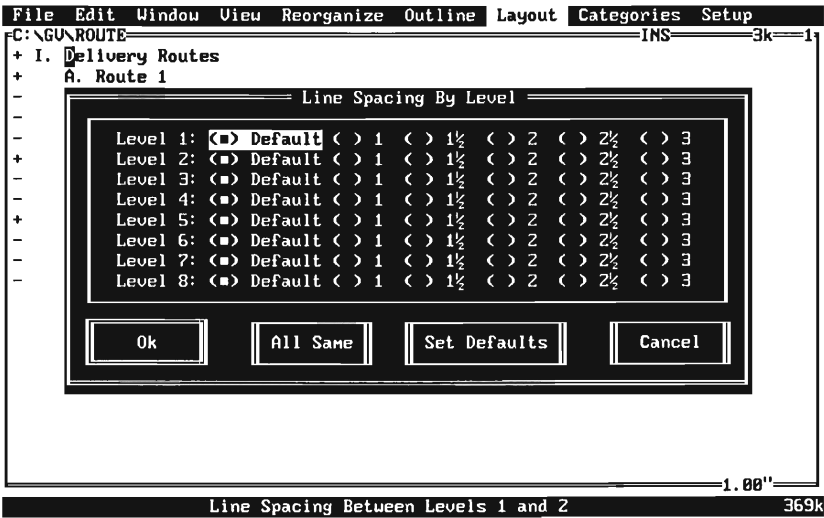
NOTE: *GrandView applies the line spacing that you have chosen with the Marked Text command to entire paragraphs. If the block of text that you select includes part of a paragraph, and the paragraph is more than one line long, the line spacing will be applied to the entire paragraph, including the lines that were not selected.*

To change the line spacing of a block of marked text:

- 1. Use the Edit menu's Mark Text command to select the block of text whose line spacing you want to change.
- 2. Choose the Marked Text command from the Layout menu's Line Spacing submenu.
- 3. Choose Single, Double, Triple, or Default from the Marked Text submenu.

Line Spacing by Headline Level

The Line Spacing submenu's By Level command allows you to specify the line spacing to be used at each level of your outline. When you choose the By Level command, GrandView displays this dialog box:



The Line Spacing By Level dialog box

Level Represents the level for which you can change the line spacing.

OK Saves the settings that you have selected with the current outline.

- All Same

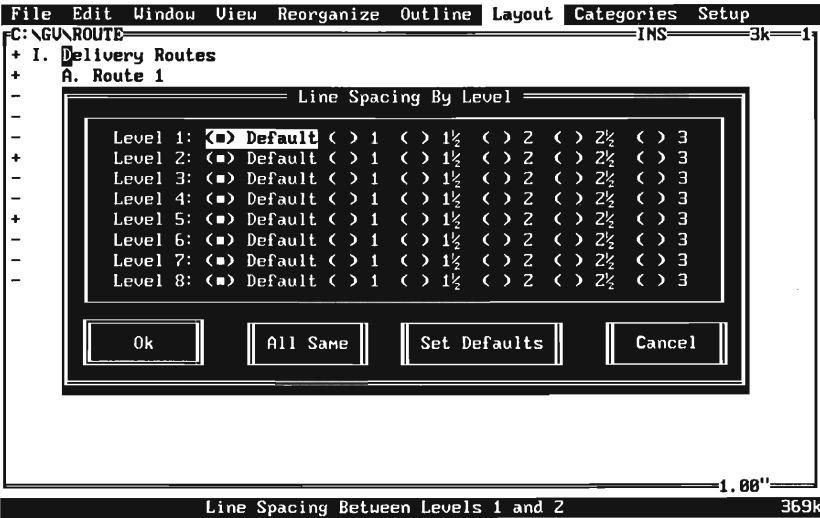
Indicates that the settings for all levels in your outline use the line spacing that you have selected for Level 1.
- Set Defaults

Saves the settings that you have selected for the current outline and applies these settings to all new outlines that you create (until you change them).
- Cancel

Cancels the command and closes the dialog box.

The line spacing that you specify with the By Level command refers to the line spacing between headlines. In other words, if you choose “2” for Level 1, GrandView inserts a blank line between each Level 1 suboutline. The following illustration shows an outline with single spacing as the default line spacing before and after you use the By Level command to set the line spacing for Level 1 at 2.

The Line Spacing By Level dialog box



To specify line spacing by headline level:

1. Choose the By Level command from the Layout menu's Line Spacing submenu.
2. Use the arrow keys to change the line spacing for each level.



If you specify a line spacing for Level 8, all levels from Level 9 onward will automatically inherit the line spacing chosen for Level 8.

3. After you have selected the line spacing for each level, choose one of three buttons:
 - To change the line spacing by level for the current outline only, choose Save.
 - To change the line spacing by level for the current outline and for all new outlines, choose Set Defaults.
 - To cancel your changes, choose Cancel.

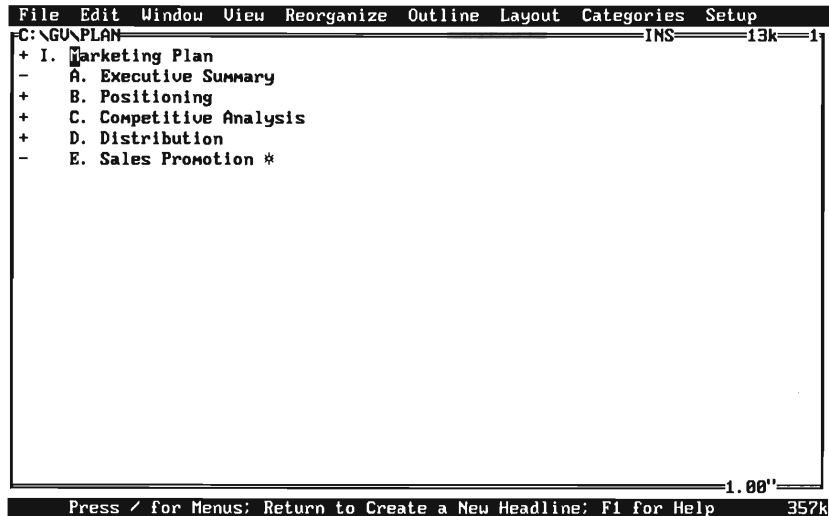
FOR MORE INFORMATION ON	SEE ALSO
Headline levels	<i>Outlines</i>
Selecting text	<i>Mark Text</i>

LINK

FILE MENU

The Link command is a submenu with commands that allow you to establish links between any two outline files. With file links, you can connect outlines together and move from one outline to another with keyboard commands or mouse clicks. For example, you might have an outline of the schedule for introducing a new product:

*Outline with
File Links*



Since this outline is primarily for scheduling purposes, you don't want it to include the copy for press releases, or the names and addresses of the vendors you are using for your sales promotions. However, as you review the status of the project, you may want to review these details. For example, you may want to call one of the vendors you are reviewing to get an update on a promotion you are putting together. With the Create Link command, you can connect the headline *Sales Promotions* to another outline, *PROMO.GV*, which contains the plans for the five sales promotions you are planning. To view the outline *PROMO.GV*, you press **Ctrl** **Gray +** (or double click with the mouse on the headline containing the link), and GrandView will open the file. To close the linked outline (*PROMO.GV*) and return to the parent outline (*SCHEDULE*), you press **Ctrl** **Gray -**.

The Link Submenu

The Link command is a submenu with four commands:

<i>Goto</i>	Opens a GrandView file that was linked to the current headline with the Create command. The keyboard command for Goto is Ctrl Gray + .
<i>Return</i>	Closes the current outline if it was opened with an outline link. The Return command only closes files opened with the Goto command. The keyboard command for Return is Ctrl Gray - .
<i>Create</i>	Establishes a link between the current headline and another GrandView file. Links can be established only between GrandView files. You cannot link a GrandView file to a file created by another program.
<i>Delete</i>	Removes the link between the current headline and another GrandView file.

Creating and Deleting File Links

To link a headline to another outline, you use the Create command. When you choose the Create command, GrandView displays a file dialog box listing the GrandView files in the current directory. You can either pick a file from the current directory or use the directory button to select a file from a different directory. After you have selected the file to which you want to establish a link, GrandView places a star (*) at the end of the current headline. This star indicates that the headline has been linked to another outline. The link is actually stored in the star character; if you delete the star, you delete the link. The name of the linked file is contained in a format tag, similar to the tag used to indicate font and style. To view the name of the linked file, choose Turn Format Tags On from the Layout Menu. To hide the name of the file, choose Turn Format Tags Off from the Layout Menu.

NOTE: You can link GrandView files only to a headline. You cannot link other kinds of files to a headline.

A headline can have only one file linked to it. If you want to change the file linked to a headline, you can replace the original file link. If you add a link to a headline that already has one, GrandView replaces the original link. There are two ways to delete a file link:

- Use the Delete command on the Link submenu.
- Delete the star (※) representing the file link by using one of the commands on the Edit menu's Delete submenu.

GrandView files containing file links are backward-compatible with older versions of GrandView. For example, you can use GrandView version 1.01 to open a file created with version 2.0 that contains a file link. You won't be able to use the file link, but when you open the file again in version 2.0, the link will still be there. In the older versions (1.x), the file link is represented by an asterisk (*) at the end of the headline, instead of a star (※). As long as you don't delete the asterisk, the file link will be preserved for use in version 2.0.

To link a headline to another outline:

1. Place the cursor in the headline that you want to link to another outline.
2. Choose the Create command from the File menu's Link submenu.
GrandView displays the Link Outline dialog box.
3. Select the file that you want linked to the current headline.
GrandView places a star (※), representing the file link, at the end of the current headline.
4. To view the name of the file linked to the current headline, choose the Turn Format Tags On command from the Layout menu. To hide the name of the linked file, choose the Turn Format Tags Off command from the Layout menu.

To delete a file link:

1. Place the cursor in the headline containing the link that you want to delete.
2. Choose Delete from the Link submenu. OR, select the star representing the file link, and delete it with one of the commands on the Edit menu's Delete submenu.

Using Links

Once you have linked a headline to another outline, you can use the Link submenu's Goto and Return commands to open and close the linked file.

To open a linked file, you use the Goto command, or its keyboard equivalent, **Ctrl** **Gray +**. When you choose the Goto command, GrandView opens the linked file and displays it full screen. Before you can use the Goto command, the following conditions must be met:

- A link must exist between the current headline and another GrandView outline file.
- There must be sufficient memory available to contain the linked outline. If there isn't enough memory to open the linked file, you can close some of the other open outlines until there is sufficient memory available.
- A window must be available for the outline. In other words, there must be fewer than nine outlines already open. If you already have nine outlines open, you must close one before you can use the Goto command.

If one or more of these conditions is not met, GrandView displays an error message when you choose the Goto command.

To close a linked file (i.e., to return to the parent file), you use the Return command or its keyboard equivalent, **Ctrl** **Gray -**. The Return command closes the linked file and returns you to the parent file. If you have made changes to the linked file, GrandView prompts you to save your changes.

To open a linked file:

1. Select a headline with a file link. File links are indicated by a star (*) at the end of the headline.
2. Choose Goto from the File menu's Link submenu, or press **Ctrl** **Gray +**. GrandView opens the linked file and displays it full screen.

To close a linked file:

- Select Return from the Link submenu, or press **Ctrl** **Gray -**.

Using Linked Files on a Network

When you use linked files on a network, only one person at a time can have read/write access to an outline. The first person to open the file has read/write access and is the only person who can make changes to the outline. If you use the Goto command to access a file opened by another user, you can open the file with read-only status.

With read-only status, you can

- View outlines in Outline View, Category View, Calendar View, and Document View
- Expand and collapse headlines and documents
- Hoist and dehoist headlines and suboutlines
- Use macros
- Copy text to the Clipboard
- Search for text
- Print outlines

With read-only status, you cannot

- Reorganize headlines and documents
- Edit or change text
- Save the outline

When you are sharing linked files on a network, remember to use the Return command to close the linked file as soon as you are finished with it so that others can gain read/write access as they need it.

FOR MORE INFORMATION ON	SEE ALSO
Deleting text	<i>Delete</i>
Using a mouse to access linked files	<i>Appendix C, Using a Mouse with GrandView</i>

MACROS

FILE MENU

The Macros command is a submenu with commands that let you create, edit, save, and use keyboard macros. A macro is a sequence of commands that you combine, name, and then execute to suit your needs. It is a shortcut for repeating a set of commands that are always performed the same way. After you have created a macro, you can “play it back” with a single keystroke.

For example, you might build a macro to work with your To Do List. Every time you complete a task, you will want a macro to send the headline identifying that task to a headline named *Done*. To execute the macro, you simply move the cursor to the task that you have finished, and press the macro’s keyboard command. The macro then executes these steps:

- It chooses Send to Name from the Outline menu’s Send/Jump Headline submenu.
- It fills in the Send to Name dialog box by typing the headline name *Done* and choosing the Send button.



You can use macros only when you are in GrandView. You cannot use GrandView’s macros with any other application.

Macros submenu

The Macros submenu has seven commands:

Begin Macro Starts recording the keystrokes for use in the macro. The keyboard command for Begin Macro is **AR** **=**.

End Macro Stops recording keystrokes for use in the macro. The keyboard command for End Macro is **AR** **-**.

List Macro	Lists all macros that you have created in GrandView. From the List Macros dialog box, you can change a macro key, edit the keystrokes contained by a macro, delete a macro, change the name of a macro, save all macros, and execute a macro.
<hr/>	
Save Macro	Lets you save all macros to disk so that they are available the next time you use GrandView.
<hr/>	
Execute Macro	Lets you run a macro by typing its name.
<hr/>	
Skip Macro	Disables macros for the next key that you press. The keyboard command for Skip Macro is <input type="checkbox"/> .
<hr/>	
Turn Macros On /Off	Disables or enables the playback of macros. This command is a toggle. If the command name is Turn Macros Off (the default condition), macros are disabled when you choose the command. If the command name is Turn Macros On, macros are enabled when you choose the command.

Creating Macros

To create a macro, you use the Begin Macro command. This command lets you specify all the elements of a new macro. You can begin a macro by pressing one key, and the macro will execute all the commands that you have specified.

The Begin Macro command lets you specify several things, including:

- the keyboard command you will use to run the macro after you have finished creating it. A keyboard command is any key (for example, ☐F3) or combination of keys (for example, ☐Alt ☐H).
- a name that describes what task the macro performs.
- whether the macro is local (used with the current outline only) or global (used with all outlines).
- all the commands that you want the macro to execute and all the information that you want it to type.

The Begin Macro command is like pressing the *Record* button on a tape recorder. After you have chosen the Begin Macro command, GrandView remembers all the keys you have pressed and records them in order. You determine the macro's commands by choosing them from a menu, filling in dialog boxes, and so on.

A macro can do anything you can do in GrandView, including the following tasks:

- choose commands from a menu.
- move the cursor through the outline and from item to item in dialog boxes.
- select options and enters information into dialog boxes.
- paste information from the Clipboard into dialog boxes.
- pause for your input into dialog boxes.
- add text to your outline.

When you have finished entering the macro's commands, choose the End Macro command, or press **Alt** **[-]**.

For example, you might create a macro that selects text from the cursor position to the end of the sentence. In this case, the macro does each of the following tasks:

- It chooses Mark Text from the Edit menu.
- It chooses Find/Replace from the Edit menu.
- It types a period (.) as the search pattern in the Find box.
- It chooses the Fwd Search button.

Keyboard Commands

Keyboard commands that execute macros can be any of the following:

- A function key
- **Alt** combined with any other single key
- **Ctrl** combined with any other single key
- **↑** combined with any special key (such as **F5** or **Home**)

Appendix A, Keyboard Commands lists all the keyboard commands that GrandView uses for editing and as shortcuts for menu commands.

Appendix A also identifies the keyboard commands that have not been assigned to any GrandView commands. You can use any of these keys to begin a macro that you want to create.

Global and Local Macros

Global macros work with all outlines. *Local* macros work with one or more specific outlines. Local macros do not work with all outlines.

GrandView uses the macro name to identify which outlines can access the macro. Local macros have names like this:

```
Macro Name:Outline Filename
```

For example, if a macro with the name *Print Report* can be used only with the outline named *Budget*, the macro's name is

```
Print Report:Budget
```

If the macro is global, no outline name appears after the macro name.

There are two ways to make a macro local:

- Select the Local Macro option in the Begin Macro dialog box.
- Edit the macro name with the List Macro command to specify the outlines for which you want to use the macro.

A macro is global unless you specify it as local.

Rules for Choosing Commands from Menus

When you choose the macro's commands from a menu, follow these guidelines:

- Whenever possible, use the keyboard command. For example, **[F6]** is the keyboard command for the Mark Text command.
- To choose a menu, you must press **[F10]**, then press the first key of the desired menu. Do not press **[F9]**, because **[F9]** opens the menu that you last used. Since the menu you last used is not always the same one, using **[F9]** can cause your macro to work incorrectly.
- To choose a command from a menu, be sure to type the first letter of the command that you want. For example, you can choose the Save As command by opening the File menu and typing **[A]**.

Rules for Using Dialog Boxes

When you use choose options from dialog boxes in a macro, follow these guidelines:

- To move the cursor around within the dialog box, press the tab key and the arrow keys. You can also move the cursor directly to any area of the screen that has a highlighted letter. Press **[Alt]** and a highlighted letter to move to an entry field, list box, set of radio buttons, or check box.
- To choose a button in a dialog box, hold down **[Ctrl]**, and press the first letter of the option. For example, you can choose a backward search from the Find dialog by pressing **[Ctrl] [B]**.
- Choose every setting that you want to use in each dialog box. For example, if you are using the Find/Replace command in a macro, you must be sure to fill in each field and turn *ON* or *OFF* every check box in the dialog box. If you don't do this, GrandView uses the settings that you selected the last time you used the command. If the macro doesn't choose settings for each radio button and checkbox, it might not work consistently.

- Whenever you need to select an item from a list in a dialog box, select it by typing its name rather than by highlighting it and pressing **↵**. For example, as you add files, the listing order of the files will change. The same movements of the cursor can select a different file each time. In the Open Outline dialog box, type the name of the file in the field at the bottom of the list box.

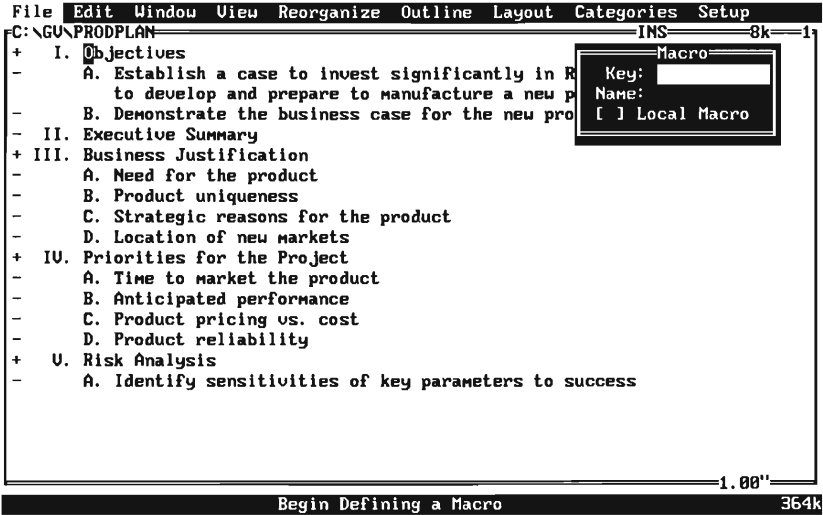
NOTE: *To select an item from a list by typing its name, simply begin typing. The cursor automatically goes to the field at the bottom of the list.*

- If you cannot type the name of a listed item, press **Home**, then use the arrow keys to highlight the name that you want. Pressing **Home** will position the cursor at the top of the list and will let the macro select the same item each time.
- To choose a radio button, move the cursor into the appropriate box by holding down **Alt** and pressing the highlighted letter. Then type the first letter of the radio button that you want to select. For example, to sort filenames alphabetically in the Open dialog box, press **Alt S**, then press **A**. **Alt S** moves the cursor into the Sort By box, and **A** selects the Alpha radio button.
- To fill in a field of information, be sure to type the entire value. Do not edit an existing value, or you will cause the macro to edit the field every time you use the macro.
- To turn a check box on or off, position the cursor, then type **Y** to turn it *ON* or **N** to turn it *OFF*. Do not press **Spacebar** to toggle the check box on and off.
- To paste the contents of the Clipboard into an edit field in a dialog box, press **Alt O** when the dialog box is displayed (use zero, not the letter O). GrandView pastes the information from the Clipboard into the edit field of the dialog box. If there is more than one edit field, GrandView pastes the information into the first field or into the field containing the cursor.
- To insert a pause in a macro (so you can add information, such as a filename), begin recording the macro as you normally would record it. When you reach the point at which you want to pause for input, press **Alt =**. Enter the desired input, press **↵** and continue recording the macro. When you playback the macro, it will pause at the point you inserted the **Alt =**. Enter the information the macro's waiting for and press **↵** to resume the macro.

The Begin Macro Dialog Box

When you choose the Begin Macro command, GrandView displays this dialog box:

The Begin Macro dialog box





Key Lets you enter the keyboard command that you will use to run the macro after you have finished building it. See *Keyboard Commands* earlier in this section for more information. (Entering a keyboard command is optional.)

Name Lets you enter a name for the macro. For example, you might name a macro *Print outline*. The name can have up to 54 characters. (Entering a name is optional.)

Local Macro Identifies whether the macro can be used with the current outline only or with all outlines. Turn this check box *ON* when you want to use the macro with the current outline but with no other outlines. Turn this check box *OFF* to use the macro with any outline that you create.

To create a macro:



1. Choose Begin Macro from the File menu's Macros submenu, or press  .

2. Type the keyboard command that you will use to execute the macro. For more information on keyboard commands, see *Keyboard Commands* earlier in this section.

NOTE: *Typing a keyboard command is optional because you can run a macro by typing its name (by using the Execute Macro command) or by selecting its name from a list (by using the List Macro command).*

3. Type a macro name of up to 54 characters.

NOTE: *If you have typed a keyboard command for the macro, entering a macro name is optional.*

4. If you want to use this macro with the current outline only, turn Local Macro *ON*.
5. Type the commands that make up the macro. You can choose from a menu, move the cursor, fill in dialog boxes, add text to an outline, or anything else you can do in GrandView. For important guidelines, see *Rules for Building Macros* earlier in this section.
6. When you have finished entering the macro's commands, choose End Macro from the Macros submenu, or press  .
7. To save the macro permanently to a disk, choose Save Macro from the Macros submenu.

To create a macro with a pause for user input:

1. Follow the first four steps of the previous procedure.
2. Enter the commands that make up the macro. At the point that you want to insert a pause, press **Alt** **=**.
3. Enter any example of the type of input you would enter if you were performing the series of commands manually. After entering the input, press **↵**.
4. Enter the remaining commands that you want to include in the macro, and press **Alt** **-** to end the macro.

Saving Macros

The Save Macros command saves all new macros and all changes you have made to macros. This is important because GrandView does not automatically save macros to a disk after you have created them or changed them. Furthermore, macros are not saved with outlines and are never autosaved. GrandView saves macros in a separate file, called GV.MAC.

You can choose from three ways to save macros to a disk:

- You can choose Save Macros from the File menu's Macros submenu.
- When you choose Quit GrandView from the File menu, GrandView asks if you want to save changes to macros. Choose OK to save macros to a disk.
- When you use the List Macros command, you can choose the Save button to save your changes to a disk.

Using Macros

There are three ways to play back macros:

- Press the keyboard command that you have specified for the macro.
- Choose Execute Macro from the Macros submenu.
- Choose List Macros from the Macros submenu, select the macro that you want to use from the list on the screen, and choose the Execute button.

A macro cannot be started when you are

- customizing key definitions or
- inside a dialog box

NOTE:

Macros can be started outside a dialog box so that they play back through the dialog box.

To use a macro that you have created:

1. Position the cursor on the headline or character on which the macro should start.
2. Start the macro in one of these three ways:
 - Press the keyboard command that you specified when you created the macro with the Begin Macro command.
 - Choose Execute Macro from the Macros submenu, and type in the name of the macro.
 - Choose List Macros from the Macros submenu, select the macro that you want to use from the list on the screen, and choose the Execute button. (For more information on the List Macros command, see *Changing Macros* later in this section.)

NOTE:

After you have started the macro, GrandView doesn't display the dialog boxes and menus that the macro uses.

Disabling Macros

Sometimes you will need to disable macros. There are two commands for disabling macros: Skip Macros and Turn Macros On/Off. The Skip Macros command disables the macro assigned to the next keystroke used. The Turn Macros On/Off command disables all macros until the command is used again.

SKIP MACRO COMMAND

The Skip Macro command turns off all macros temporarily while you press one keyboard command. After you have pressed the keyboard command, all macros are activated again.

You might use the Skip Macro command if you have configured a keyboard command for a macro, even though GrandView originally used that keyboard command for a separate task. For example, **Ctrl F** moves the cursor one word to the right. If you don't use this editing feature frequently, you can use **Ctrl F** for a macro. Skip Macro lets you temporarily reset **Ctrl F** to its original purpose.

NOTE: *You can also turn off macros and leave them inactive by using the Turn Macros On/Off command. Macros stay inactive until you choose the Turn Macros On/Off command again to turn them on.*

To temporarily suspend macros:

1. Choose Skip Macro from the Macros submenu.
2. Type the keyboard command as it was originally configured.

THE TURN MACROS ON/OFF COMMAND

The Turn Macros On/Off command turns off all macros and leaves them inactive until you choose this command to turn them on again. You might turn off all macros if you have configured several keyboard commands for macros, even though GrandView originally used those keyboard commands for a separate task.

For example, there are several editing commands that move the cursor—to the end of a line, one word to the right, one word to the left, and so on. If you don't use these keys frequently, you can reconfigure them for macros. If you want to use a number of keyboard commands as they were originally configured, you can turn the macros off while you edit an outline. When you have finished editing, you can turn the macros on again.

NOTE: You can also turn macros off temporarily by using the *Skip Macro* command. This command inactivates all macros while you press one keyboard command. After you have pressed the keyboard command, all macros are active again.

Changing Macros

To change the keyboard command, the name, or the contents of a macro, you use the List Macros command on the Macros submenu. The List Macros command lists all of the macros you have defined. You can also use the List Macros command to save, delete, or execute macros.

When you choose List Macros, GrandView displays the following dialog box:



List Macros dialog box

Macro List

Identifies each macro's keyboard command and name. For an explanation of the keyboard command column, see *Changing Keyboard Commands* later in this section.

Key Edit	Lets you change the keyboard command assigned to the highlighted macro.
Remove Macro	Deletes the highlighted macro.
Modify Macro	Changes the keystrokes that the highlighted macro executes.
Name Edit	Changes the highlighted macro's name or description.
Execute Macro	Executes the highlighted macro.
Done	Closes the dialog box. GrandView saves your changes in memory but not to a disk. To save your changes permanently to a disk, use the Save button in this dialog or the Save Macros function in the Macros submenu.
Save	Saves your changes to a disk.

Changing Keyboard Commands

A macro's keyboard command is the key or combination of keys that executes the macro. You assign a keyboard command when you use the Begin Macro command and you create the macro.

Appendix A, Keyboard Commands lists all the keyboard commands that GrandView uses for editing and as shortcuts for menu commands. If these preconfigured keyboard commands include one that you don't need, you can use that keyboard command for your own macro.

To change a macro's keyboard command:

1. Choose List Macros from the File menu's Macros submenu.
2. Select the macro that you want to change.

3. Choose Key Edit. GrandView displays a message asking you to specify the key combination you want to assign to the macro.
4. Press the macro's new keyboard command. For example, press **Alt H**.
If you don't want the macro to have a keyboard command, press **Esc**.
5. Choose Save to save the change to a disk. (This step is optional. If you don't choose the Save button, you can save or cancel your changes when you quit GrandView.)
6. Choose Done to close the dialog box.

Editing a Macro's Name

Macro names serve four functions:

- They briefly describe what the macro does.
- They provide a unique identification so that you can use the Execute Macro command to execute the macro by entering its name.
- They identify which outlines a macro can access. A local macro that can be used with only one outline has a name like this:

Macro Name:Outline filename

Global macros that can be used with any outline do not specify an outline in the macro name. For more information on macro names and global and local macros, see *Global and Local Macros*, earlier in this section.

- They allow you to designate a macro as an *autoexec* macro, to be automatically executed at certain points in GrandView. For more details on *autoexec* macros, see *Autoexec Macros* later in this section.

To change a macro's name:

1. Choose List Macros from the File menu's Macros submenu, and select the macro that you want to change.
2. Choose Name Edit.
3. Type a new name of up to 54 characters, and press **↵**.
4. Choose Save to save the change to a disk. (This step is optional. If you don't choose the Save button, you can save or cancel your changes when you quit GrandView.)
5. Choose Done to close the dialog box.

Changing the Keystrokes that the Macro Executes

To edit an existing macro, you make changes to a window that lists each keystroke in order. Within this window all keyboard commands are enclosed in curly brackets. Text appears without brackets.

For example, you might have a macro that sends the current headline to a headline named *Done*. If you were to view this macro by using the Edit Macro option, it might look like this:

```
{F10}ossdone{ret}
```

This macro executes the following commands:


{F10} Press **F10** to select a menu.

o Choose the Outline menu.

s Choose the Send/Jump Headline submenu.

s Choose the Send to Name command.

done Select the headline name Done.



(ret) Press  to execute the Send to Name command.


If you were to change the headline name in your outline from *Done* to *Finished*, you could edit the macro quite easily. You would simply delete the word *Done* and insert the word *Finished*.



NOTE: *If you need to make a major change to a macro, such as adding a command that contains a dialog box, you should recreate the whole macro by using the Begin Macro command. If you need to make a lot of changes, it is much easier to let GrandView record your keystrokes in a new macro than it is to edit an existing macro.*

To change the keystrokes that the macro executes:

1. Choose List Macros from the File menu's Macros submenu.
2. Select the macro that you want to change, and choose Modify Macro.
GrandView displays a window that lists all of the keystrokes recorded in the macro.

3. To move the cursor through the contents of the macro:
 - Use the arrow keys to move the cursor left, right, up, and down.
 - Press  to move the cursor to the beginning of the current line.
 - Press  to move the cursor to the end of the current line.

4. To delete parts of a macro:
 - To delete the cursor character, press .
 - To delete a block of characters or commands, use the Mark Text command to select the block, then use the Delete Marked Text command.

You'll need to press   before choosing a GrandView command such as Mark Text (see Step 6).

5. To insert a keyboard command into the macro, position the cursor, and press the keyboard command. Be sure to press the actual keyboard command. Do not type it the way that you see it on the screen. For example, press **Alt** **H**; do not type {Alt H}.
6. To use a GrandView command to edit the macro, position the cursor, press **Alt** **-**, and then press the keyboard command that you want to execute. **Alt** **-** tells GrandView to execute the next command without inserting it into the macro. For example, if you want to delete a character in the macro using the **Backspace** key, press **Alt** **-**, then press **Backspace**.
7. GrandView automatically executes some keys as editing commands, rather than inserting them into the macro. These keys are **F10**, **Home**, **End**, **Del**, **Esc**, and the arrow keys. To *insert* one of these keys into the macro, you must press **Alt** **=** before pressing the keyboard command that you want to insert. **Alt** **=** tells GrandView to *insert* the keyboard command into the macro—not to *execute* it. For example, if you want to insert the **Esc** key, you must position the cursor, press **Alt** **=**, and then press **Esc**.
8. To move or copy a block of characters or commands, use the Mark Text command to select the block, then choose Cut or Copy. Move the cursor to the place where you want to insert the block, and then choose the Paste command.
9. When you have finished editing the macro, press **Esc**.
GrandView asks if you want to save your changes.
10. Choose Yes to save your changes, or choose No or Cancel to cancel the changes. GrandView displays the List Macros dialog box again.
11. Choose Save to save the change to a disk. (This step is optional. If you don't choose the Save button, you can save or cancel your changes when you quit GrandView.)
12. Choose Done to close the dialog box.

Deleting Macros

If you decide you want to remove a macro, use the List Macros command to delete it.

To delete a macro:

1. Choose List Macros from the File menu's Macros submenu.
2. Select the macro that you want to delete.
3. Choose Remove Macro.
GrandView asks you to confirm that you really want to delete the macro.
4. If you want to delete the macro, choose Yes. Otherwise, choose No or Cancel.
5. Choose Save to save the change to a disk. (This step is optional. If you don't choose the Save button, you can save or cancel your changes when you quit GrandView.)
6. Choose Done to close the dialog box.

Autoexec Macros

You can give special names to the macros that you create, so that they are recognized by GrandView as *autoexec* macros. These are specially named macros that are automatically executed by GrandView at certain points when you run the program.

You can name a macro when you first use the Begin Macro command to define the macro, or you can name an already defined macro by using the List Macros command.

There are three different kinds of autoexec macros: Autoexec_Open, Autoexec_Start, and Autoexec_<filename>.

NOTE:

You can have only one Autoexec_Open macro and one Autoexec_Start macro at a time.

AUTOEXEC_OPEN

A macro named Autoexec_Open is automatically executed when you run GrandView from the DOS command line without specifying any outlines to be opened automatically.

You might use an Autoexec_Open macro to automatically open your To Do list and to display today's assignments in Calendar View.

AUTOEXEC_START

A macro named Autoexec_Start is automatically executed when you first display an outline window in GrandView. If you load outlines automatically from the DOS command line, the Autoexec_Start macro will run immediately after those outlines are opened in GrandView. If outlines are not automatically loaded from the DOS command line, the Autoexec_Start macro starts as soon as you have opened an outline from the Opening menu.

You might use a macro named Autoexec_Start to automatically collapse an outline to its first level headlines so that you see just major topics, and not all the details.

AUTOEXEC_<FILENAME>

A macro named Autoexec_<filename> is automatically executed every time an outline with the file name specified is opened in GrandView.

For example, if you have an outline named STAFF.GV, you can name a macro Autoexec_Staff. Then, each time the outline STAFF.GV is opened, the macro named Autoexec_Staff is executed.

You might use the Autoexec_Staff macro to automatically switch into Category View as soon as you have opened the outline, and to print a list of action items for each member of your staff.


Or, you might use a macro named Autoexec_ToDo to automatically jump to a particular named location and to print a list of action items as soon as the outline TODO.GV is opened.

You might also automatically assign today's date to a named headline. Or, you might use the Autoexec_<file name> macro to always open a second accompanying outline. For example, a macro named Autoexec_Todo might automatically open a file named PROJECTS.GV every time you open the file TODO.GV.



NOTE: *When you open a file named in an Autoexec_<filename> macro from either the DOS command line or a saved window setup, the Autoexec_<filename> macro will not be executed. This autoexec macro is effective only when you open the outline by using the Open Outline command from either the File menu or the Opening Menu.*

Disabling Autoexec Macros

You can override any autoexec macro that you have named, by using the following DOS command line parameter when you are in GrandView:

```
C:>GV /I 
```

To create an autoexec macro:

1. Choose Begin Macro from the File menu's Macros submenu, or press  .

NOTE: *You can create a macro from the Opening Menu by using the   keyboard command for the Begin Macro command.*

2. Type one of the autoexec macro names:
 - Use Autoexec_Open to execute the macro when you start GrandView from the DOS command line without specifying any outlines to be opened.
 - Use Autoexec_Start to execute the macro when GrandView displays the first outline window.
 - Use Autoexec_<filename> to execute the macro every time you open the specified file.

NOTE: *When creating autoexec macros, you need to name the macro, but you don't need to specify a key for the macro.*

3. Perform the series of commands that you want the autoexec macro to contain.
4. Press **Alt** **-** to stop recording the macro.

Executing Macros from the DOS Command Line

You can use a special DOS command line parameter to automatically run any macro with the name that you specify. For example, to automatically execute a macro named Show Priorities, you would type the following:

```
C> GV /Z=Show Priorities 
```

The macro named Show Priorities might load a project outline, switch to Category View, print the top priority items for you, and then quit GrandView. The advantage of this macro is that you could perform it as an unattended operation from DOS. You could even add the macro to your DOS AUTOEXEC.BAT file so that you could always print your top-priority items each time you started your computer.

NOTE:

This command line parameter allows you to control which macro you run from the DOS command line. The Autoexec_Open macro does not. There can be only one macro named Autoexec_Open.

Creating and Using Alternate Macro Files

GrandView stores all macros in a file called GV.MAC. You can create alternate macro files that contain special-purpose macros or macros that you use less frequently.

To create alternate macro files, you first store the macros in GrandView, and then you use the DOS Rename command to rename the resulting GV.MAC file to another filename, such as SAMPLE.MAC.

To use an alternate macro file, you start GrandView with a special command line parameter that specifies which macro file to use. The command parameter */F=filename* tells GrandView to use a macro file other than the default GV.MAC file. The filename for the */F=filename* parameter must be a filename only, including the extension, without a path or a drive.

To create an alternate macro file:

1. From DOS, rename your current macro file so that you can create a new macro file. For example, you could rename your macro file SAV.MAC:

```
C\GV> rename GV.MAC SAV.MAC ↵
```

2. In GrandView, use the Macros submenu's Begin Macro command to create the macros that you want to save in the alternate file.

3. When you have finished creating the macros for the alternate file, choose the Save Macros command from the Macro's submenu.

4. Quit GrandView.

5. From DOS, use the Rename command to give the alternate macro file a new name. For example, if you want to name the file SAMPLE.MAC, type the following:

```
C\GV> RENAME GV.MAC SAMPLE.MAC ↵
```

6. To restore your original macros, use the DOS Rename command to rename SAV.MAC to GV.MAC:

```
C\GV> RENAME SAV.MAC GV.MAC ↵
```

To use an alternate macro file:

- Start GrandView with the command parameter */F=filename*. For example, if the alternate macro file is SAMPLE.MAC, type the following:

```
C\GV>GV /F=SAMPLE.MAC ↵
```

Ideas for Using Macros

Macros can be used to automate routine sets of commands in many ways. The following list suggests some ways you can use macros to help you work more efficiently.

- Use a macro to select a block of text by combining the Mark Text command and one of the Goto commands. For example, this macro could choose the Mark Text command and then choose the End of Outline command on the Goto Submenu.
- Use a macro to select a block of text by combining the Mark Text command and the Fine/Replace command. For example, this macro could choose the Mark Text command and the Find/Replace command, and then fill in the Find box with a period (.). When you use this macro, GrandView marks the text between the cursor and the end of the sentence.
- Use a macro to name the current headline so that you can return to it by using the Jump command from another part of the outline. This macro can choose the Name Headline command, then type the name TEMP for the current headline. After you have used the macro, you can use the Jump command to jump back to the headline named TEMP, or you can create a separate macro that will do this for you.
- Use a macro to apply a font or style from the cursor position to the end of a line. This macro can choose the Mark Text command and the Find/Replace command, fill in the dialog box to search for the end of the line, choose the Font or Style command, and fill in the font or style dialog box.
- Use a macro to insert a memo template into an outline, choose Document View, insert the date with a date stamp, and move the cursor to the first line of the memo. You are then ready to start typing the memo.
- Use a macro to remove the carriage returns from an outline that you have imported from an electronic mail application. This macro can choose Find/Replace and fill in the dialog box to change carriage returns to blank spaces.
- Use a macro to delete a sentence or a paragraph. This macro can choose the Mark Text command and the Find/Replace command, fill in the dialog box to search for a period and a blank space (or for a carriage return), and then choose one of the Delete commands.

- Use a macro to assign a headline to a category. This macro can turn Category Display On, move the cursor to the correct category, type the assignment for the headline, and then hide the category display.
- Use a macro to assign a headline to today’s date.
- Use a macro to print a list of all the items due today by switching into Calendar View, choosing today’s date, and printing the assignments shown.
- Use a macro to change the columns displayed in the outline by choosing a specific column layout.
- Use a macro to sort the outline. You can create several macros, each of which sorts the outline by a different category or in a different order (ascending or descending).
- Use a macro to change a headline’s priority to Done and send the headline to a part of the outline that contains a list of completed tasks.

FOR MORE INFORMATION ON

SEE ALSO

Starting GrandView with
command line parameters

Command Line Parameters

MANUAL ASSIGN

CATEGORIES MENU

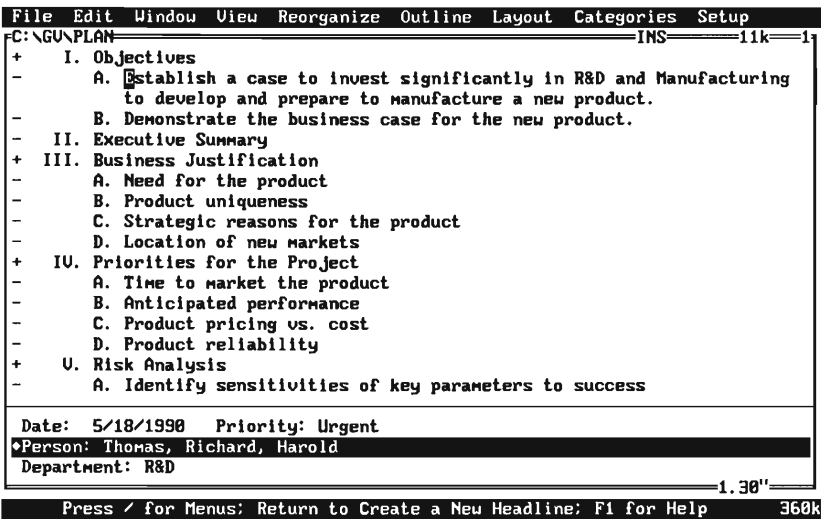


After you have created categories for your outline, you can use the Manual Assign command to assign headlines to one or more categories. The text that you use to create an assignment represents the content of the current headline. For example, if you have created a Person category, you can enter the name of the person that you want to be in charge of the item in the current headline. Or, you can enter dates on which different projects are due, and GrandView will place these headlines in the built-in Date category under the date you enter. When you have finished, you can view your outline by the assignments you have made.

The Manual Assign command lets you select each headline in your outline in turn and assign it to one or more categories. (If you prefer, you can instead use an auto-assign rule, and GrandView will make these assignments automatically as you write your outline.)

When you choose Manual Assign, GrandView opens the Category Display window. This window lists the categories for the current outline and the assignments for the current headline.

*Category
Display On*



You can use any text when making assignments to headlines. However, your assignments must be consistent. If you have entered the word *Marketing* one time, don't use *Mktg* the next time.

When you make assignments for the two built-in categories (Date and Priority), you should follow these guidelines:

- Use the MM/DD/YY format when entering assignments for the Date category.



The format that you specify with the Date Format command applies only to date stamps. It does not apply to date assignments.

- GrandView also gives you a shortcut for assigning dates. This option can help you organize your schedule by letting you know which day of the current week certain items are due. When you enter the following shortcuts for the current headline, GrandView automatically assigns the headline to the corresponding date in the Date category.

IF YOU ENTER	GRANDVIEW ASSIGNS THE HEADLINE TO THE NEXT
T	Today
M	Monday
TU	Tuesday
W	Wednesday
TH	Thursday
F	Friday
SA	Saturday
SU	Sunday



Each of the shortcuts shows the minimum number of letters you must type to assign the corresponding day. You can type additional letters as long as the minimum number of letters is used. For example, if you type mon, GrandView will assign Monday.

- Select one of these levels of priorities for the Priority category: Urgent, High, Medium, Low, Done, or None. The default is None.

After you have finished editing assignments, you can choose Manual Assign again or press **[Esc]** to move the cursor to the outline.

However, you can also view the Category Display information while you are working in an outline by opening the window with the Turn Category Display On/Off command. Then, you can use the Manual Assign command to move the cursor between the outline and the Category Display window. In addition, while you are working in the Category Display window, you can navigate through the outline by pressing **[Alt]** and the appropriate arrow key. You can also expand and collapse headlines in the outline from within the Category Display window.



If you are creating a macro to open the Category Display window, you must use the Manual Assign command to open the window, instead of the Turn Category Display On/Off command.

The Manual Assign command also lets you change an assignment for a particular headline. For example, if you originally made Mary the person responsible for a particular task and you now want Robert to share this responsibility, you can add *Robert*. When you change information in the Category Display window, GrandView automatically updates the Category View information.

To make an assignment for a specific headline:

1. Select the headline that you want to assign to a particular category.
You can also use the Mark Text command to select a block of headlines. This command lets you place several headlines in the same category assignment at once.
2. Choose Manual Assign from the Categories menu, or press **[F10]** **[F10]**.

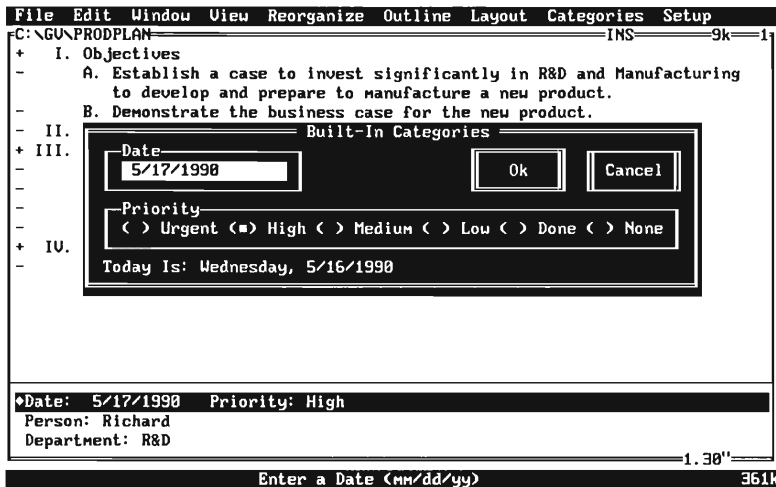
If the Category Display window is open, GrandView places the cursor inside it. If the window is not open, GrandView opens it and then places the cursor inside it.

3. Select the category to which you want to make an assignment.

You can select one of the built-in categories or one of the categories that you have created with the Create Categories command. You can assign a headline to more than one category. If the current outline contains many categories, you can use the arrow keys to scroll through the list of categories. Or you can use the Size Category Display command to enlarge the Category Display window.

- To make an assignment to one of the built-in categories (Date or Priority), press **[Spacebar]**.

GrandView displays the built-in categories dialog box:



The Built-In Categories dialog box

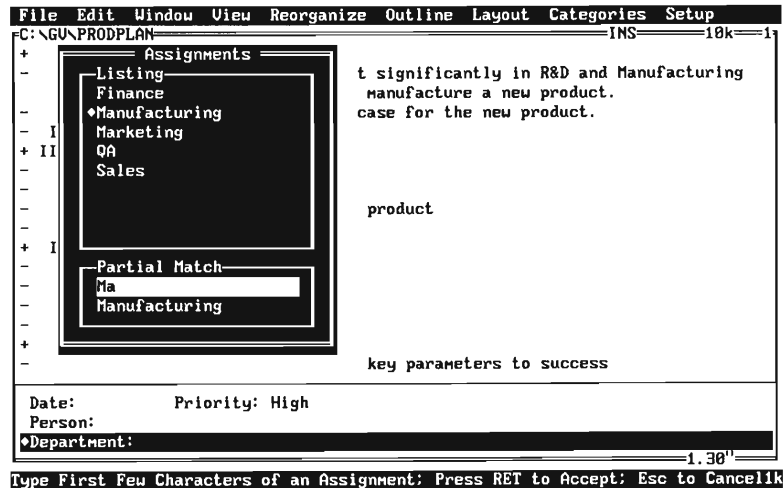
Press **[↓]** or **[↑]** to select the category that you want, and enter its assignment. Remember to use the MM/DD/YY format when entering a date. You can also enter the shortcuts listed earlier in this section to assign weekdays. When you want to select a level of priority, press **[→]** to move the cursor to the Priority box, and then press **[↓]** or **[↑]** (the default is None). For example, you can select the priority High.

After you have made the assignments to the built-in categories, choose OK, or press **↵** to close the Built-In Categories dialog box. If you change your mind, choose Cancel.

- To make an assignment to one of the categories that you have created, use the arrow keys to select the category, and press **Spacebar**. Type the assignment text, and press **↵**.

You can use any text when making assignments to headlines. Remember, however, that it's important to be consistent. If you have entered the name *Mary* one time, don't use *Mary D.* or *M.D.* another time. To be sure of consistency, you can view a list of all the assignments you have made for a specific category by selecting the category and pressing **F6**. Instead of typing the assignment, you can select it from this list and assign it to the current headline by pressing **↵**.




**The List
Assignments
dialog box**



For example, if you have created a Person category, and you want to assign *Mary* to the project listed in the current headline, you can type *Mary*. Or, you can press **F6** and select *Mary* from the list of names of the people who have been assigned tasks in the Person category.

NOTE: You can also select an assignment from the list by typing the first letters of the assignment name. If *Mary* is the only name beginning with the letter *M*, you can simply type *M* to choose that assignment. If you have made assignments to *Mary* and *Michael*, type *Ma* to select *Mary*.



You can assign a headline to more than one category. If you have created a category called *Project Type*, and the headline refers to advertising materials, you can also enter *Advertising* as the project type. GrandView automatically places the current headline in both categories and updates the Category Display window.

4. To return to the outline, press  . Or, you can press .


GrandView closes the Category Display window. If you want to keep this window open while you are working in your outline, use the Turn Category Display On/Off command to open the window and to keep it open.



5. Repeat Steps 1 through 4 for each headline for which you want to make an assignment to a particular category.

To change an assignment:

1. Select the headline for which you want to change an assignment.
2. Choose Manual Assign from the Categories menu, or press  .

If the Category Display window is open, GrandView places the cursor inside it. If the window is not open, GrandView opens it and then places the cursor inside it.

3. Select the category that contains the assignment that you want to edit, and press .

If you have selected the Date or Priority category, GrandView displays the built-in categories dialog box. Press  or  to select the built-in category for which you want to change an assignment.

If you want to change an assignment for one of the categories that you have created, use the arrow keys to select the category and change the assignment:




- To replace the existing assignment(s) for one of the categories that you have created, type the new assignment.
- To edit or add to the existing assignment(s) for a category, press **Spacebar**, and type the assignment text.

You can make more than one assignment to the current headline. For example, if you have created a Person category, and you have already assigned *Mary* to one of the projects listed in the current headline, you can add another person's name to the assignment. You must separate the names with a comma. For example, you can assign both *Robert* and *Mary* to the Person category by typing the following:

Mary, Robert 

- To list all the assignments for the selected category, press **F6**. You can either select a different assignment from the list or type a new assignment.

GrandView automatically updates the Category Display window.

4. After you have edited the assignment, choose OK, or press .
5. To return to the outline, press  . Or, you can press **Esc**.
6. Repeat Steps 1 through 5 for each headline for which you want to change an assignment to a particular category.

FOR MORE INFORMATION ON	SEE ALSO
Category assignments	<i>Auto Assign</i> <i>Column Assign</i> <i>Quick Assign</i>
Changing category names	<i>Rename Category</i>
Creating categories	<i>Create Categories</i>
Deleting categories	<i>Delete Categories</i>
Enlarging or reducing the Category Display window	<i>Size Category Display</i>
Listing outline information by categories and assignments	<i>Category View</i> <i>Turn Columns On/Off</i>
Making assignments automatically	<i>Auto Assign</i>
Printing categories and assignments	<i>Category View</i> <i>Print</i>
Selecting a block of headlines or text	<i>Mark Text</i>
Selecting categories and assignments for printing	<i>Mark for Printing</i>
Using categories	<i>Categories</i>
Using macros	<i>Macros</i>

MARK

REORGANIZE MENU

The Mark command is a submenu with three commands:

Headline	Marks the headlines (and their subheads) that you want to gather and move, duplicate, or clone. The keyboard command for the Mark Headline command is F12 .
Subheads	Marks the subheads of the current headline for use with the Gather command. The Mark Subheads command marks the current headline's suboutline without marking the current headline itself. The keyboard command for the Mark Subheads command is Alt F12 .
Unmark	Removes marks from the current suboutline. The keyboard command for the Unmark command is ⇧ F12 .

Marking Headlines


The Headline command marks the current headline and all of the subordinate headlines and documents. If you want to mark several suboutlines, use the Mark Text command from the Edit menu to highlight each suboutline, and then choose Headline from the Mark submenu.

The Headline command works like a toggle. If the headline is not marked, the Headline command marks it; if the headline is marked, the Headline command unmarks it.

The Subheads command marks the current headline's suboutline without marking the current headline itself.

When a headline is marked, its headline label is highlighted. Headline labels are the numbers, letters, or symbols that appear at the beginning of headlines. If you have used the Labels command to eliminate all headline labels, the marks are not displayed on the screen even though they exist.

You can use the Headline and Subheads commands to mark many different headlines before you use the Gather command. The marked headlines can appear at any level and at any position in the outline—they do not have to appear in a contiguous block.

 **NOTE:** *GrandView has another command that lets you mark headlines: the Find/Replace command. With the Find/Replace command's Mark All option, GrandView can search for all occurrences of a word or phrase, and mark the headlines that contain the word or phrase. For more information on using the Find/Replace command to mark headlines, see the Find/Replace command.*

To mark a headline and its subordinate information:

1. Select the main headline of the suboutline that you want to mark.
2. Choose Mark from the Reorganize menu, or press **[F12]**.
GrandView highlights the headline labels for the marked headlines.
3. When you have finished marking headlines, use the Gather command to move, duplicate, or clone the marked headlines.

To mark a headline's subheads without marking the headline itself:

1. Select the headline with the subheads that you want to mark.
2. Choose Subheads from the Reorganize menu's Mark submenu, or press **[Alt] [F12]**.
GrandView highlights the headline labels for the marked subheadlines.
3. When you have finished marking subheadlines, use the Gather command to move, duplicate, or clone the marked subheadlines.

To mark a block of headlines:

1. Position the cursor in the first headline that you want to mark.
2. Choose Mark Text command from the Edit menu, and use the arrow keys to highlight a block of headlines.
3. Choose Mark from the Reorganize menu, or press **F12**.

GrandView highlights the headline labels for the marked headlines.

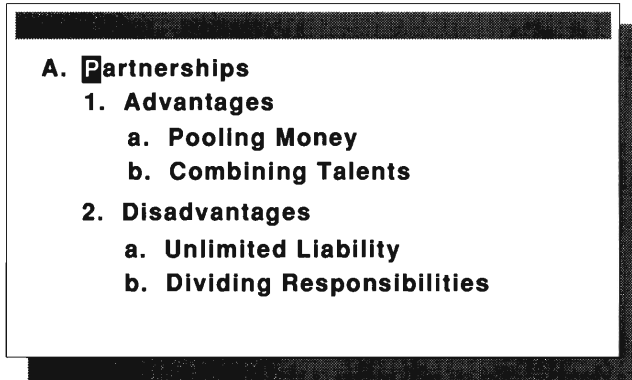
4. When you have finished marking headlines, use the Gather command to move, duplicate, or clone the marked headlines.

Unmarking Headlines

The Unmark command removes marks that you have added using the Headline or Subheads commands. Use the Unmark command

- if you have marked the wrong headline,
- if you have decide not to use the Gather command to move, duplicate, or clone some of the headlines you have marked, OR
- if you want to clear all marks from the outline.

The Unmark command unmarks an entire suboutline, beginning with the current headline. Suppose you have the following outline:



- If you have marked the entire outline, beginning with the headline *Partnership*, you can unmark it by selecting *Partnership* again and choosing Unmark.
- If you have marked the suboutline, beginning with *Advantages*, you can unmark it by selecting either *Advantages* or *Partnership* and choosing Unmark.
- If you have marked the entire outline, beginning with *Partnership*, you cannot selectively unmark any of the subordinate information. In this example, you cannot unmark *Advantages* if *Partnership* is still marked.

You can also use Unmark with the Edit menu's Mark Text command. If you have marked a block of headlines, Unmark unmarks all of the headlines in the block.

To unmark the current headline and its suboutline:

- 1. Select the parent headline of the suboutline that you want to unmark.
Using the previous example, if you have marked *Pooling money*, and you now want to unmark it, you can do so by positioning the cursor on any of the following headlines: *Pooling money*, *Advantages*, or *Partnership*.
- 2. Choose Unmark Suboutline from the Reorganize menu, or press **⇧ F12**.
GrandView unmarks the current headline and every headline that is subordinate to the current headline.

To unmark the entire outline:

- 1. Select the first headline in your outline.
If you have multiple first-level headlines, select the first headline in the outline, and choose the Mark Text command from the Edit menu. Move the cursor to the end of the outline by pressing **⌘ End**. This selects the entire outline.
- 2. Choose Unmark from the Reorganize menu’s Mark submenu.

FOR MORE INFORMATION ON	SEE ALSO
Gathering headlines	<i>Gather</i>
Searching and marking	<i>Find/Replace</i>
Selecting a block of headlines	<i>Mark Text</i>

MARK FOR PRINTING

CATEGORIES MENU

F12

When you choose Category View, GrandView lists the headlines that fall into the category and assignment you have selected. With the Mark for Printing command you can tell GrandView to print headlines for more than one category or assignment at a time.

You can choose from the following ways to print the Category View information:

- You can select one category and tell GrandView to print all the headlines for all the assignments in that category.
- You can select more than one category and tell GrandView to print all the headlines for all the assignments in the selected categories.
- You can select individual assignments from one or more categories and tell GrandView to print the headlines for each assignment selected.

If you do not use the Mark for Printing command to select categories or assignments before choosing Print from the Print menu, GrandView prints the headlines for only the selected category and assignment.

You can use the Preview command to see how the categories and assignments that you have selected will print.

To use Preview, press **Ctrl** **Print Scrn**.

To select Category View information to print:

1. Choose Category View from the Categories menu.

GrandView displays the Category View window.

2. Press or to choose the category that contains the information that you want to print, and choose Mark for Printing from the Categories menu.

When you choose a category, GrandView lists the assignments that you have entered for the particular category. The assignments are listed in alphabetical order. For example, if you have selected the “Person Responsible” category, GrandView lists the names that you have entered as assignments. You can choose as many categories as you wish with the Mark for Printing command. To print the headlines belonging to the assignments that you have created for the categories that you chosen, go to Step 5.

If you have chosen only one category, you can tell GrandView to print only a few of the assignments for that category. You cannot choose individual assignments for printing if you have chosen more than one category with the Mark for Printing command.

3. To move to the Assignments box, press .

4. Press or to select the assignment that contains the information that you want to print, and choose Mark for Printing from the Categories menu. You can select more than one assignment.


For example, in the Person Responsible category, you may want to print only the tasks that were assigned to *Mary* and *Robert*.

5. To print the headlines for these assignments, choose Print from the Print menu, or press .

GrandView displays the Category View Print Options dialog box. You use these options to include subheads, documents, and/or headers and footers when you print. For more information on the Category View Print Options, see *Category View*.

After you have reviewed the Category Print Options and have made any necessary changes, press .

GrandView displays the Print dialog box.

6. To print, choose Print, or press .

GrandView prints the headlines belonging to the selected category assignment. If you have created an automatic header or footer with the Auto Headers/Footers command on the Print menu for your outline, GrandView automatically adds a header or footer containing the components you have selected. GrandView replaces the headline name with the text that you entered for the Category and the Assignment, and separates them by a colon (for example, *Person Responsible: Robert*).

7. To return to the current outline, choose Outline View from the Categories menu.

FOR MORE INFORMATION ON	SEE ALSO
Category View Print Options	<i>Category View</i>
Printing categories and assignments	<i>Category View</i> <i>Print</i>
Previewing printed output	<i>Print</i>

MARK TEXT

EDIT MENU

F6

The Mark Text command lets you select a block of headlines or text. After you have chosen Mark Text and selected the beginning of the block, you use the arrow keys to move the cursor to the end of the block. GrandView highlights the selected headlines and text. Also, you can use the Find/Replace command to find the end of the block by searching for a certain word, phrase, or punctuation. A block does not have to cover complete headlines or suboutlines.

After you have selected the block, you can use one of many different commands to change the headlines or text in the block. You can select one of these commands from the menu or use its keyboard equivalent.

The following table lists the GrandView commands that you can use with the Marked Text command:











<i>COMMAND NAME</i>	<i>MENU LOCATION</i>
Copy	Edit
Cut	Edit
Delete Marked Text	Edit/Delete
Spelling Check	Edit

COMMAND NAME	MENU LOCATION
Marked Text Font	Layout/Font
Marked Text Style	Layout/Style
Boldface Marked Text	Layout/Style
Italicize Marked Text	Layout/Style
Underline Marked Text	Layout/Style
Subscript Marked Text	Layout/Style
Superscript Marked Text	Layout/Style
Plain Marked Text	Layout/Style
Center	Layout/Center Text
UnCenter	Layout/Center Text
Indent	Layout/Indent
UnIndent	Layout/Indent
Hanging Indent	Layout/Indent
Custom Indents	Layout/Indent
Justification, Left	Layout/Justification/Marked Text
Justification, Right	Layout/Justification/Marked Text
Justification, Full	Layout/Justification/Marked Text
Justification, Center	Layout/Justification/Marked Text
Justification, Default	Layout/Justification/Marked Text
Line Spacing, Single	Layout/Line Spacing/Marked Text
Line Spacing, Double	Layout/Line Spacing/Marked Text
Line Spacing, Triple	Layout/Line Spacing/Marked Text
Line Spacing, Default	Layout/Line Spacing/Marked Text
Print	File/Print

COMMAND NAME	MENU LOCATION
Export	File
Expand Subheads	Outline/Expand
Expand to Level	Outline/Expand
Expand Document	Outline/Expand
Collapse Document	Outline/Collapse
Hoist	Outline/Hoist
Auto Name	Outline/Name Headline
UnName	Outline/Name Headline
Turn Label On/Off	Outline/Labels
Skip Label	Outline/Labels
Normal Label	Outline/Labels
Template, Create	Outline/Templates
Move Left	Reorganize/Move
Move Right	Reorganize/Move
Mark	Reorganize/Mark
Unmark	Reorganize/Mark
Sort	Reorganize
Join Headline	Reorganize
Manual Assign	Categories
Quick Assign	Categories
Exclude Headline	Categories/Auto Assign
Include Headline	Categories/Auto Assign
Reapply Rules	Categories/Auto Assign

To select a block using the cursor keys:

- 1. Position the cursor on the first character that you want to include in the block.
- 2. Choose Mark Text from the Edit menu, or press **F6**.
- 3. Use the following keys to move the cursor and to highlight text that you want to include in the block:

KEYBOARD COMMAND	ACTION
	Moves one character to the right.
	Moves one character to the left.
	Moves one word to the right.
	Moves one word to the left.
	Moves up one line.
	Moves down one line.
	Moves to the end of the current line.
	Moves to the beginning of the current line.
	Moves to the end of the current suboutline.
	Moves to the beginning of the current suboutline.


KEYBOARD COMMAND	ACTION
PgUp	<i>Moves forward one screen.</i>
PgDn	<i>Moves backward one screen.</i>
Ctrl End	<i>Moves to the end of the outline.</i>
Ctrl Home	<i>Moves to the beginning of the outline.</i>

- Choose one of the commands that operate on a block. (A list of the block commands appears earlier in this section.)


To select the entire outline:

- Position the cursor on the first character in the outline.
- Choose Mark Text from the Edit menu, or press **F6**.
- Press **Ctrl End** to move the cursor to the end of the outline. GrandView selects the entire outline.

To select a block using the Find/Replace command:

1. Position the cursor on the first character that you want to include in the block.
2. Choose Mark Text from the Edit menu.
3. Choose Find/Replace from the Edit menu. The Find/Replace dialog box appears.
4. In the Find entry field, type the characters or punctuation after which you want to end the block.
5. Choose Fwd Search, or press .
GrandView highlights all text between the beginning of the block and the beginning of the characters that you are searching for.
6. If necessary, use the arrow keys to adjust the end of the block.
7. Choose one of the commands that operate on a block.

To cancel a block after you have chosen the Mark Text command:

- Choose Cancel Block from the Edit menu, or press .

FOR MORE INFORMATION ON	SEE ALSO
Block commands	<i>Auto Assign</i> <i>Center Text</i> <i>Collapse</i> <i>Copy</i> <i>Cut</i> <i>Delete</i> <i>Expand</i> <i>Export</i> <i>Font</i> <i>Hoist</i> <i>Indents</i> <i>Join Headlines</i> <i>Justification</i> <i>Labels</i> <i>Line Spacing</i> <i>Manual Assign</i> <i>Mark</i> <i>Move</i> <i>Name Headline</i> <i>Print</i> <i>Quick Assign</i> <i>Sort</i> <i>Spelling Check</i> <i>Style</i> <i>Template</i>
Find/Replace dialog box	<i>Find/Replace</i>

MENUS

The commands you use in GrandView are contained in a series of pull-down menus that appear on the menu bar at the top of the screen. Some of these commands are also menus which are called *submenus*. GrandView indicates a submenu by displaying an arrow to the right of the command.



A GrandView menu with submenu

Choosing a Menu Command

To choose a command from a menu, you must first select the menu. There are two ways to select a menu:

- Press **F10**, and type the first letter of the menu that contains the command that you want. For example, type **F10 V** to display the View menu.
- Press **F9** to display the menu that you last used.

To choose a command from a menu you can do one of the following:

- Use the arrow keys to select the command, and press **[↵]**. If the command is a submenu, pressing **[↵]** displays the submenu.
- Press the menu equivalent, the key listed to the left of each command on the menu. For example, the menu equivalent for the View Menu's Category View command is C.



*Some menu equivalents are two characters long. For example, the items listed on the Export submenu have two character menu equivalents. To use two character equivalents, you press the two keys one after the other. To choose the MORE 1.x command from the Export submenu, for example, you press **[M]**, and then you press **[1]**.*

- If you used **[F9]** to display the last-used menu, you can press **[F9]** again to choose the last-used command. If the last-used command was a submenu, you can press **[F9]** a third time to choose the last-used command on the submenu.

If you are just starting GrandView and are not sure which menu you want, the simplest way to display the menu that contains the command you want is to press **[F9]**. You can then press **[→]** or **[←]** to display each menu in turn. When you are familiar with the organization of the menu commands, you can press **[F10]** and a letter to quickly display the menu that contains the command that you want to use.

The fastest way to choose a command is to type its *keyboard command*. This lets you choose a command without displaying the menu that includes it. Keyboard commands are listed to the right of the commands on the menu. Not all commands have keyboard commands associated with them. However, you can use the Key Options command to assign new keyboard commands, as well as to change or delete existing keyboard commands. When you use the Key Options command to add, change, or delete a keyboard command, these changes are reflected in the menus. For example, if you change the keyboard command for Save from **[Alt] [S]** to **[Ctrl] [S]**, the keyboard command on the File menu will change from {Alt-S} to {Ctrl-S}.

To choose a menu command using **[F10]:**

1. Press **[F10]**.

GrandView highlights the first letter of the name of each menu on the menu bar.

2. Type the first letter of the menu that contains the command that you want. For example, type **[F]** for File menu.

GrandView displays the menu that you have selected. If this is not the menu that you want, you can press **[→]** or **[←]** until GrandView displays the menu that contains the command that you want. Once GrandView displays a menu, you cannot display a different menu by typing its first letter. To do this, press **[Esc]**, and press **[F10]** again.

3. To choose a command, use one of two ways:

- Press **[↓]** or **[↑]** to move the cursor to the command that you want, and then press **[↵]**.
- Type the letter that precedes the command.

To choose a menu command using **[F9]:**

1. Press **[F9]**.

If you have just started the program, GrandView displays the File menu. Otherwise, GrandView displays the menu that you last used.

2. Press **[→]** or **[←]** until GrandView displays the menu that contains the command that you want.

3. To choose a command, use one of two ways:

- Press **[↓]** or **[↑]** to move the cursor to the command that you want, and then press **[↵]**.
- Type the letter that precedes the command.

To choose a command by typing its keyboard command:

- 1. Check to see if the command has a keyboard command.
Display the menu that includes the command that you want to use. If the command has a keyboard command, GrandView displays it.
- 2. Press the keys in the keyboard command. For example, to save the changes you have made to the current outline, you can press **Alt** **S**. The Save command is on the File menu.















Keyboard commands cannot be used when a menu is displayed. They work only from the keyboard.



FOR MORE INFORMATION ON	SEE ALSO
Keyboard commands	<i>Appendix A: Keyboard Commands</i>
Adding, changing, or deleting keyboard commands	<i>Key Options</i>
Using the Opening Menu	<i>Opening Menu</i>



REORGANIZE MENU



One of the benefits of creating outlines with GrandView is the flexibility it gives you for reorganizing your ideas and information. GrandView’s Move commands allow you to move information according to outline structure. For example, with one command you can move a headline and its entire suboutline to the top of the outline.



The Move command is a submenu with nine commands that allow you to move headlines and their subordinate headlines and documents:



Up	Moves the current headline up one line within the same level. The keyboard command for the Up command is   .
Down	Moves the current headline down one line within the same level. The keyboard command for the Down command is   .
Left	Moves the current headline one level to the left. The keyboard command for the Left command is   .
Right	Moves the current headline one level to the right. The keyboard command for the Right command is   .
Force Up	Moves the current headline up, regardless of level. The keyboard command for the Force Up command is   .
Force Down	Moves the current headline down, regardless of level. The keyboard command for the Force Down command is   .

Force Left Moves the current headline to the left and makes subheads of any same-level headlines that were below it before the command was used. The keyboard command for the Force Left command is  .

Force Right Moves the current headline to the right and makes that headline a subhead of the headline above it. The current headline's subheads also become subheads of the headline that was above the current headline when the command was used. The keyboard command for the Force Right command is  .

Top of Level Moves the current headline to the beginning of its level. In other words, the Top of Level command makes the current headline the first headline in its level. The keyboard command for the Top of Level command is  .

Bottom of Level Moves the current headline to the bottom of its level. In other words, the Bottom of Level command makes the current headline the last headline in its level. The keyboard command for the Bottom of Level command is  .

Move Mode Lets you move the current headline several times in any direction—up, down, right, or left. The keyboard command for the Move Mode command is  .

NOTE: *You can also use the mouse to move headlines. For information on using the mouse to move headlines, see **Appendix C, Using a Mouse with GrandView**.*

Simple Move Commands

The Up, Down, Right, Left, Top of Level, and Bottom of Level commands on the Move submenu have two characteristics in common:

- They all perform only one move at a time.
- They all maintain the structure of the current headline's suboutline.

For example, consider the outline shown in the following illustration:

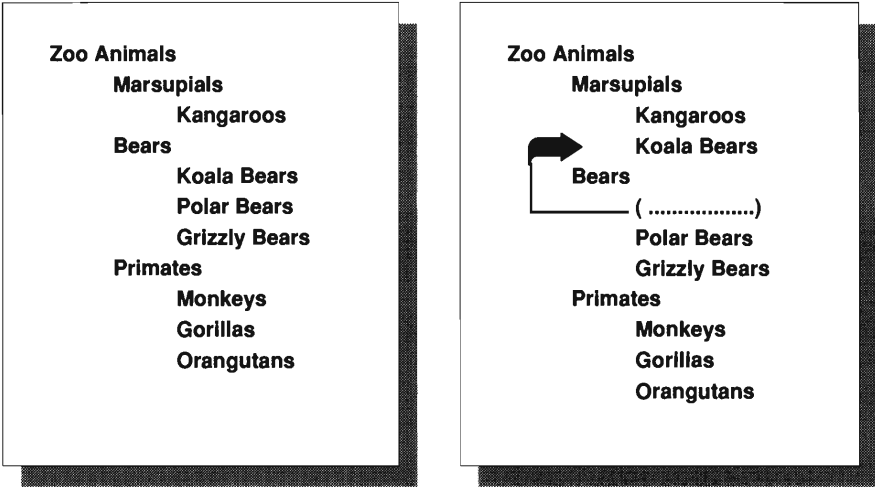


To move *Geese* underneath *Birds* (so that *Geese* becomes a subhead), you first use the Down command and then the Right command. The subheads for *Geese*—*Goose*, *Gander*, and *Goslings*—move as well.

You can use the Up, Down, Left, Right, Top of Level, and Bottom of Level commands to move a headline anywhere in an outline, with the following two exceptions:

- You cannot move a subheadline two or more levels to the right of its parent headline. For example, in the previous illustration, you cannot move *Cows* to the right because it would be indented two levels below *Mammals*, its parent.
- You cannot move a subheadline “through” its parent to the suboutline above the parent. For example, in the following illustration, you cannot move the subhead *Koala Bears* up through *Bears* (its parent) so that it becomes the last subhead in the suboutline belonging to *Marsupials*. Instead, you must move it left, up, and then right.

Before (Left)
and After (Right)
a combination of
moves















To move a headline:

- 1. Select the headline that you want to move.
- 2. Choose the Up, Down, Left, Right, Top of Level, or Bottom of Level command from the Reorganize menu's Move submenu, or press the appropriate keyboard command (see the following table).

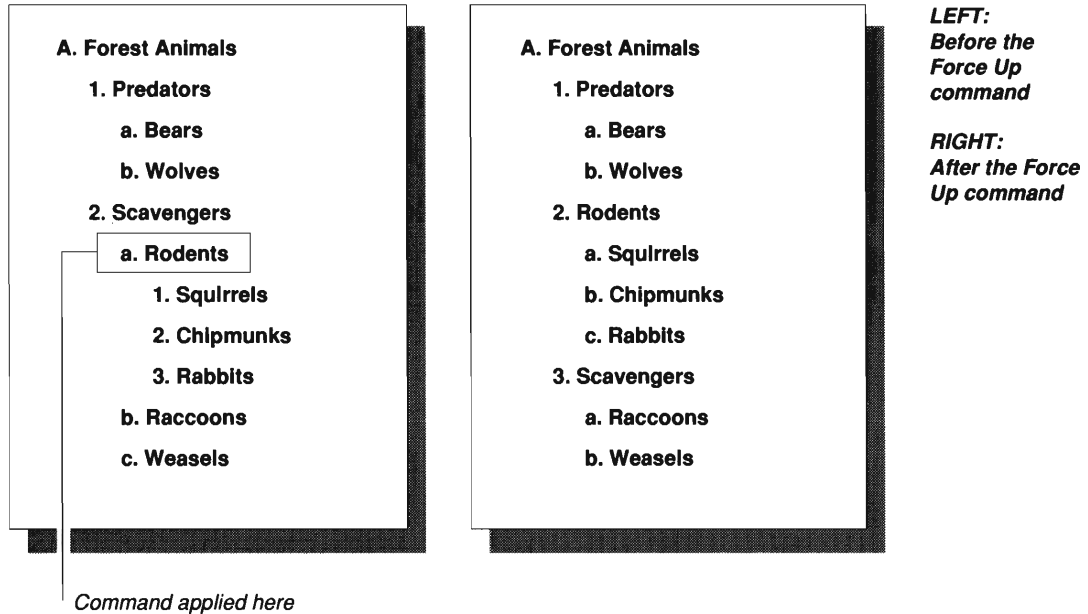
MOVE COMMAND

KEYBOARD COMMAND

Up	 
Down	 
Left	 
Right	 
Top of Level	 
Bottom of Level	 

Force Commands

The Force Up and Down commands are different from the other Move commands in that they allow you to move a headline and its suboutline up or down, regardless of level. For example, in the following illustration, suppose the current headline is *Rodents*. If you use the Force Up Command, GrandView moves *Rodents* above and to the same level as *Scavengers* (its parent).



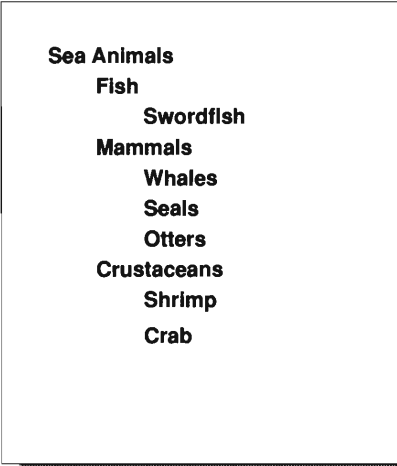
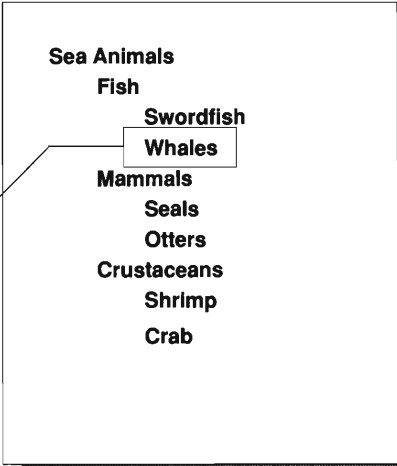
The Force Up command always places the headline at the same level as the headline that was above it when you chose the command.

The Force Down command is similar to the Force Up command. It moves the current headline and its suboutline down one headline, regardless of level. If the headline below the current headline has expanded subheads, GrandView places the current headline at the same level as the subheads. If the headline following the current headline does not have subheads, or if the subheads are collapsed, GrandView places the current headline at the same level as the headline that followed it when you chose the Force Down command. For example, in the following illustration, suppose the current headline is *Whales*. If you use the Force Down command, GrandView moves *Whales* below the headline *Mammals*. As the outline is pictured here, with the suboutline attached to *Mammals* expanded, GrandView places *Whales* as a subhead to *Mammals*. If however, the suboutline was collapsed, GrandView would place *Whales* at the same level as *Mammals*.

LEFT:
*Before the Force
Down command*

RIGHT:
*After the Force
Down command*

*Command
applied here*



NOTE: *GrandView considers the next headline to be the first headline after the current headline that is not part of its suboutline.*

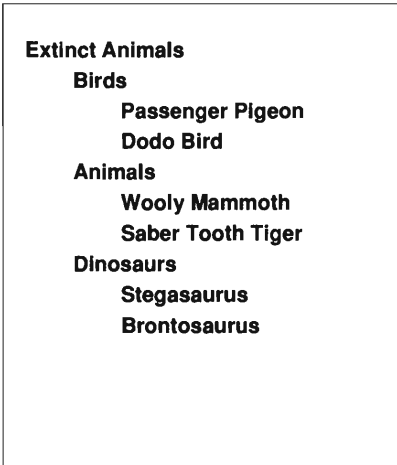
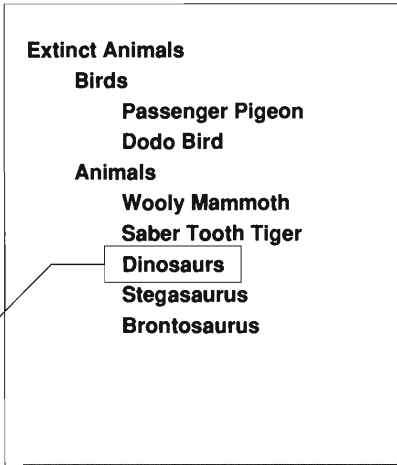
The Force Left and Force Right commands are different from the other Move commands in that they change the structure of the current headline's suboutline as they move the headline. The Force Left command adds subheads to the current headline's suboutline, and the Force Right command removes subheads from the current headline's suboutline.

The Force Left command moves the current headline one level to the left, and makes subheads of all the headlines below it at the same level. The following illustration shows the effect of the Force Left command:

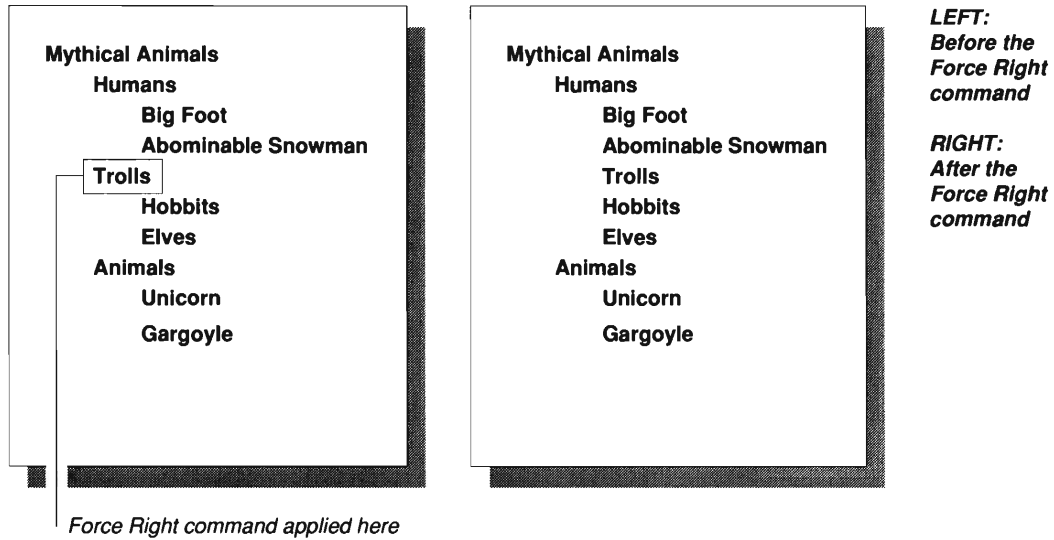
LEFT:
*Before the Force
left command*

RIGHT:
*After the Force
left command*

*Command
applied here*



When you choose the Force Right command, GrandView does not maintain the current headline's suboutline; the current headline and its subheads become equal. For example, consider the following outline:



If *Trolls* is the current headline, and you choose the Force Right command, GrandView moves *Trolls* one level to the right, without moving its subheads, *Hobbits* and *Elves*, to the right. After you have used the Force Right command, *Trolls*, *Hobbits*, and *Elves* are all at the same level.

To move a headline by using the Force commands:

1. Select the headline that you want to move.
2. Choose one of the Force commands from the Reorganize menu's Move submenu.
 - Choose Force Up to move the headline and its suboutline above and to the same level as the preceding headline.
 - Choose Force Down to move the headline and its suboutline below the next headline. If the headline following the current headline has an expanded suboutline, the current headline becomes a subhead of the headline following it. If the headline does not have a suboutline, or if the headline is collapsed, the current headline is placed at the same level as the headline following it.

- Choose Force Right to move the current headline, but not its suboutline, to the right. Both the current headline and its former subheads become subheads of the headline that was above and at the same level as the current headline before you chose the Force Right command.



You cannot use the Force Right command if the current headline is at the top of its level.

- Choose Force Left to move the current headline, and its suboutline, to the left. Headlines that were at the same level as the current headline and below it before you chose Force Left become subheads of the current headline, along with its previous subheads.



If the current headline is the last headline in its level, the Force Left command functions in the same way as the Left command: the headline and its suboutline are moved one level to the left.

Move Mode Command

The Move Mode command is different from the other move commands in that it lets you move a headline (and its suboutline) repeatedly until it is positioned where you want it. When you use the Move Mode command, the current headline appears in a different color, and its headline label is in inverse video. You use the arrow keys to move the headline to a different position:

To use the Move Mode command:

1. Select the headline that you want to move.
2. Choose Move Mode from the Reorganize menu's Move submenu.

- 3. To move a headline up, press one of these keys:
 - Press **↑** to move the headline up one line.
 - Press **PgUp** to move the headline up one screen. (This command can move a headline out of its level and into another suboutline.)
 - Press **Home** to move the headline to the top of its level.
 - Press **Ctrl Home** to move the headline to the top of the outline. (This command can move a headline out of its level.)
- 4. To move a headline down, press one of these keys:
 - Press **↓** to move the headline down one line.
 - Press **PgDn** to move the headline down one screen. (This command can move a headline out of its level and into another suboutline.)
 - Press **End** to move the headline to the bottom of its level.
 - Press **Ctrl End** to move the headline to the bottom of the outline. (This command can move a headline out of its level.)
- 5. To move a headline to the right, press **→**.
- 6. To move a headline to the left, press **←**.
- 7. When you have finished moving the headline, press **←** or **Esc**.

FOR MORE INFORMATION ON	SEE ALSO
Headline levels	<i>Outlines</i>
Moving headlines with a mouse	<i>Appendix C, Using a Mouse with GrandView</i>

MOVE/SIZE

WINDOW MENU



The Move/Size command gives you complete control over the size and placement of a window. When you use this command to move and/or size a window, it affects only the active window, which contains the current outline; other open windows remain as they are.



You can also specify the location of the active window by choosing one of ten preset sizes and positions. These options are the same as the ones that you can select when you choose the Preset Sizes command.

To size and position the active window:

1. Choose Move/Size from the Window menu.
 - If the active window does not fill the screen, and you want only to move it, go to Step 4.
 - If the active window fills the screen, you must change its size before you can move it. GrandView displays the following menu line at the bottom of the screen:

ARROWS=Size Window, M=Move Location, 0-9=Presets, RET=Ok, ESC=Cancel

2. Press  to move the right border, and press  to move the bottom border.

For example, to reduce the width of a full-screen window, press  until the right-hand border is positioned where you want it. Similarly, to reduce the height of a full-screen window horizontally, press  to move the bottom border.

After you have used the Size option to reduce the full-screen window, you can move the window.

3. To move the active window, type **[M]** for Move Location.
4. Use the arrow keys to move the window to a different location. GrandView beeps when you can't move the window any farther in the same direction.
5. When you are satisfied with the window's size and location, press **[↵]**.
If you change your mind, press **[Esc]**. GrandView discards any options you have selected.

To move/size the active window with preset options:

1. Choose Move/Size from the Window menu.
2. To display the available GrandView sizes and locations for windows, press any number between zero and nine. Each time you press a number, GrandView positions your window in a preset size and location. To select the one that you want, press **[↵]**.
For example, if you want to display your outline vertically in the left half of the screen, type **[3]**, and press **[↵]**.

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Preset Sizes</i> <i>Tile</i> <i>Horizontal</i> <i>Vertical</i> <i>Overlay</i> <i>Untile</i>
Making an open window active	<i>Choose Window</i>
Moving between open windows	<i>Choose Window</i>
Opening outlines	<i>New</i> <i>Open</i>
Saving the current window setup	<i>Save Setup</i>
Using windows	<i>Windows</i>
Zooming outlines to full screen	<i>Zoom</i>

NAME HEADLINE

OUTLINE MENU

A headline “name” is like a bookmark that lets GrandView jump directly to a specific place in the outline. After you assign headline names, you can use them with the three commands on the Outline menu’s Send/Jump Headline submenu:

- The Jump to Name command moves the cursor directly to a headline with a certain name.
- The Send to Name command removes a suboutline from its current position and inserts it under a named headline.
- The Send Mode command sends copies or clones to—or jumps to—a named headline.

You can assign a name to any headline in your GrandView document. Headline names are like street addresses. They help you locate specific information or move to other sections of a long outline. For example, you can use headline names to set up placeholders when you want to send information from one place to another in your outline. You can name a headline *Done File* and use the Send to Name command to send completed tasks from your *To Do* list to your *Done File*. You can assign names for project areas, people, delegated items, or information you want to classify.

You assign names to headlines by using either the Auto Name or the Name Headline command on the Name Headline submenu. You remove headline names with the UnName Headline command, which is also on the Name Headline submenu.

Name Headline Submenu

The Name Headline command is a submenu with three commands:

Auto Name Creates a name by using the first twelve characters of the headline (including blank spaces). The keyboard command for the Auto Name command is **Alt N**.

Name Headline Allows you to specify a headline name by typing up to twelve characters. The keyboard command for the Name Headline command is **Alt F11**.

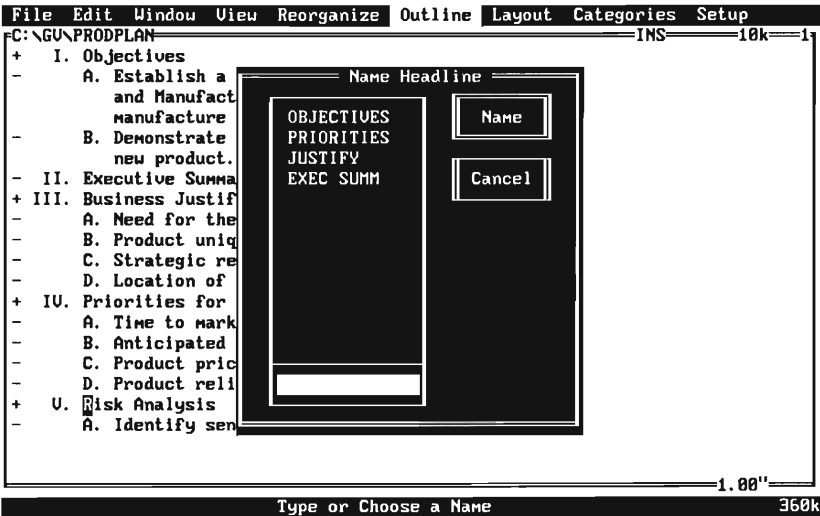
UnName Headline Lets you remove a name from a headline.

NOTE: You cannot view outlines by headline names. Headline names are used only to organize and navigate through an outline. Use the Create Category command to set up general topic areas (categories) by which you view your outline.

Manually Naming Headlines

When you choose the Name Headline command, GrandView displays this dialog box:

Name Headline dialog box



Headline Name List Displays a list of all of the headline names you have created. When you type a new name, it appears in the box at the bottom of the list.

Name Assigns the name you entered to the current headline.

Cancel Cancels the procedure.

To manually name a headline:

1. Select the headline that you want to name.
2. Choose Name Headline from the Outline menu's Name Headline submenu.

A dialog box appears that lists all of the existing headline names and provides a place for you to type a new name.

3. To assign a new name, type a name of up to twelve characters, and press . A headline name can be composed of characters, numbers, symbols, and blank spaces.

To reassign an existing headline name to the current headline, use the arrow keys to highlight the headline name, and press .

If you decide not to assign a name, press .

Automatically Naming Headlines

The Auto Name command is a fast way to assign a name to a headline. This command automatically creates a name, using the first twelve characters of the headline, including blank spaces. The Auto Name command names the current headline or all the headlines that you have selected with the Mark Text command. The name of the current headline always appears in the status line at the bottom of the screen when the cursor is on that headline.

You cannot use Auto Name to assign the same name to two different headlines. Each headline name must be unique. For example, if you have the headline *Sightseeing in Appalachia*, Auto Name assigns the name *Sightseeing*. If you have as a second headline *Sightseeing in the Rockies*, Auto Name removes the name *Sightseeing* from the first headline and reassigns it to the second.

You can use the Name Headline command to manually assign a headline name. When you use the Name Headline command, you type the headline name instead of letting GrandView assign the name automatically.

To name the current headline:

1. Select the headline that you want to name.
2. Choose Auto Name from the Outline menu's Name Headline submenu, or press **Alt** **N**.

The name of the current headline appears in the status line at the bottom of the screen. If the current headline has font or style information, this is displayed next to the name.

To name a block of headlines:

1. Select the first headline that you want to name.
2. Choose Mark Text from the Edit menu, or press **F6**.
3. Use the arrow keys to highlight all of the headlines that you want to name.
4. Choose Auto Name from the Outline menu's Name Headline submenu, or press **Alt** **N**.

Removing Headline Names

The UnName Headline command removes the name of the current headline or all names in a block of headlines. This command removes names that were assigned by either the Auto Name or the Name Headline command.

To remove a name from a single headline:

1. Select a headline that you want to unname.
2. Choose UnName Headline from the Outline menu's Name Headline submenu.

To remove a name from a block of headlines:

1. Select the first headline that you want to unname.
2. Choose Mark Text from the Edit menu.
3. Use the arrow keys to highlight the block of headlines that you want to unname.
4. Choose UnName Headline from the Outline menu's Name Headline submenu.

FOR MORE INFORMATION ON

SEE ALSO

Selecting text

Mark Text

Viewing an outline by topics

Category View

NEW

FILE MENU

The New command opens a new, blank outline that fills the screen. Outlines that were open before you chose New remain open, but are hidden from view.

You can open as many as nine outlines at once. GrandView displays the pathname of the current outline below the menu bar in the upper-left corner of the screen and its size in the upper-right corner. The current outline, the one in which you are working, contains the cursor. To display the outlines hidden from view, use the Tile commands on the Window menu.

When you choose New, GrandView displays a dialog box that lists all the files in the current directory. You can also open an existing outline.

The New File dialog box



File Listing

Lists the names of all the files in the current directory. Before entering a name for your new outline, you can use the arrow keys to check the names of existing files. If you have selected Full View, GrandView displays additional information about each file.

Sort By	Lists the files by size, date, or alphabetical order. <i>Size</i> lists the files in order of size, starting with the largest files. <i>Date</i> , the default; lists the files in the order in which they were last saved, starting with the most recent files. <i>Alpha</i> lists the files alphabetically, starting with A.
View	Displays additional information about each file. <i>Partial</i> , the default, displays the name and size of each file. <i>Full</i> displays each file's name, size, and date and time that it was last saved.
Directory	Lists the pathnames of the ten most recently used directories. To list files in a different directory, you can either type the complete pathname, starting with the drive letter, or select a listed directory.
OK	Displays a new, blank outline after entering a filename.
Cancel	Cancels the command and closes the dialog box.

In addition to using the New command on the File menu, there are three other ways to create a new outline:

- Choose Start a New Outline from the Opening menu.
- Enter the name of the new outline when starting GrandView from the DOS prompt.
- Choose Open from the File menu, and enter a name that doesn't already exist. For more information, see *Open*.

To create a new outline from the File menu:

1. Choose New from the File menu.

GrandView displays the New dialog box that lists the names of the existing files in the current directory.

2. Type a name for your outline, and press .

Follow DOS filename conventions when naming your outline. The filename can have up to eight characters, including letters, numbers, and symbols.

To create the outline in a different directory, type the complete pathname, starting with the drive letter. For example, to create a new outline called MKTGPLAN in the PROJECTS directory located on drive C:, you can type

C:\PROJECTS\MKTGPLAN

If you enter the name of an existing outline, GrandView will ask you to confirm the name before replacing it.

- To replace the existing outline with a blank outline, choose Yes, or press .
- If you do not want to replace the existing outline with the new outline, choose No or Cancel.

GrandView displays a blank, new outline. The name of the outline, including its complete path, is displayed in the upper-left corner of the screen. GrandView automatically adds the extension .GV to your file.

To create a new outline from the Opening menu:

1. At the DOS prompt, type

C> GV

GrandView displays the Opening menu.


2. Choose Start a New Outline. You can also type .

GrandView displays the New Outline dialog box that lists the names of the existing files in the current directory.

- 3. Repeat Step 2 of the previous procedure, which describes how to create and name a new outline from the File menu.

To create a new outline from the DOS prompt:

- At the DOS prompt, type

```
C> GV FILENAME 
```

For example, to create a new outline called SAMPLE at the same time that you're starting GrandView, type

```
C>GV SAMPLE 
```

GrandView displays a new, blank outline. GrandView places this outline in the current directory, the one that contains the GV.EXE file.

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying open outlines	<i>Choose Window</i> <i>Horizontal</i> <i>Tile Vertical</i> <i>Overlay</i> <i>Zoom</i>
Opening an existing outline	<i>Open</i>
Renaming an outline	<i>Save As</i>
Saving an outline on a different directory or drive	<i>Save As</i>

OPEN

FILE MENU

Alt **O**

GrandView allows you to open as many as nine outline windows at once. GrandView displays the pathname of the current outline below the menu bar in the upper-left corner of the screen and its size in the upper-right corner. The current outline, the one in which you are working, contains the cursor.

When you choose Open, GrandView displays a dialog box that lists all the files in the current directory. You can either choose one of the listed outlines or type the name of any existing outline (including the path). If the outline exists, GrandView displays it. If it doesn't exist, GrandView creates a new, blank outline with that name.

The Open File dialog box



File Listing

Lists the names of all the files in the current directory. It also notes the size of each file. If you have selected Full View, GrandView displays additional information about each file.

Sort By	Lists the files by size, date, or alphabetical order. <i>Size</i> lists the files in order of size, starting with the largest files. <i>Date</i> , the default; lists the files in the order in which they were last saved, starting with the most recent files. <i>Alpha</i> lists the files alphabetically, starting with A.
View	Displays additional information about each file. <i>Partial</i> , the default, displays the name and size of each file. <i>Full</i> displays each file's name, size, and date and time that it was last saved.
Directory	Lists the pathnames of the ten most recently used directories. To list files in a different directory, you can either type the complete pathname, starting with the drive letter, or select a listed directory.
OK	Opens the outline that you have selected from the file listing. If the outline doesn't exist, GrandView creates a new, blank outline with that name.
Cancel	Cancels the command and closes the dialog box.

In addition to using the Open command on the File menu, there are two other ways to open an existing outline:




- Choose Open An Existing Outline from the Opening menu. For more information, see *Opening Menu*.
- Enter the name of the outline when starting GrandView from the DOS prompt. You can enter up to nine names. They must be located in the same directory as the GV.EXE file.

To open multiple outlines that have been saved as a window setup, see *Save Setup*. You can also do this with the Resume Window Setup command on the Opening menu. See *Opening Menu* for information.

To open an outline from the File menu:


1. Choose Open from the File menu.

GrandView displays the Open dialog box that lists the names of the existing files in the current directory.


2. Press  or  to select the outline that you want to open, and press .

You can also type the name of the outline that you want. When you start typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen.

To open an outline in a different directory, choose Directory. When GrandView lists the files in the directory that you have selected, use the arrow keys to select the file that you want. Or, you can type the complete pathname, starting with the drive letter. For example, to open an outline called MKTGPLAN in the PROJECTS directory located on your hard disk, you can type

```
C:\PROJECTS\MKTGPLAN 
```

To open outlines from the DOS prompt:

- At the DOS prompt, type GV, followed by a space and the name of one or more outlines, and press .

Remember that you can open as many as nine outlines. They must be located in the same directory as the GV.EXE file.

For example, to open an outline called MKTGPLAN at the same time that you're starting GrandView, type

```
C>GV MKTGPLAN 
```

Or, if you want to open two outlines, one named MKTGPLAN and one named SCHEDULE, you can type

```
C>GV MKTGPLAN SCHEDULE 
```

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Creating a new outline	<i>New</i>
Displaying open outlines	<i>Choose Window</i> <i>Tile</i> <i>Horizontal</i> <i>Vertical</i> <i>Overlay</i> <i>Untile</i> <i>Zoom</i>
Exiting temporarily to DOS	<i>Gateway to DOS</i>
Opening an existing outline from the Opening menu	<i>Opening menu</i>
Opening a saved window arrangement	<i>Opening menu</i>
Saving an outline on a different directory or drive	<i>Save As</i>
Saving a window arrangement	<i>Save Setup</i>

OPENING MENU

The Opening menu appears when you start the program from the DOS prompt and do not enter the name of an outline or a window setup. It also appears when you have used the Close Outline command to close all open outlines. The cursor appears on the first command, Start a New Outline.

The commands on the Opening menu are as follows:

<i>Start a New Outline</i>	Lists the names of all the outlines in the current directory and lets you create and name a new, blank outline. This is the same as the New command on the File menu.
<i>Open An Existing Outline</i>	Lists the names of all the outlines in the current directory and lets you open an existing outline. This is the same as the Open command on the File menu.
<i>Getting Started</i>	Displays a screen from the Help system, listing information useful to new users of GrandView. This screen describes, for example, how to use menus and dialog boxes and how to create headlines.
<i>Import</i>	Lets you open a file that was not created in GrandView in a new, blank outline. When you choose this command, GrandView lists the kinds of files that you can open in a dialog box. GrandView converts the file that you select into a GrandView outline. This is the same as the Create New Outline command on the Import submenu.

Resume Saved Setup

Lets you redisplay outlines in the same way that they were saved in a previous work session. GrandView lists the names of all saved window setups in the Load Window Setup dialog box.

Directory Change

Lists the pathnames of the ten most recently used directories. To list files in a different directory, you can either type the complete pathname, starting with the drive letter, or select a listed directory.

Quit GrandView

Returns you to the DOS prompt.

To select a command from the Opening menu:

1. To display the Opening menu, at the DOS prompt, type

C>GV

2. To select a menu command, use one of two ways:

- Press or to move the cursor to the command that you want, and then press .
- For faster selection, type the letter that precedes the command that you want.

For example, to open an existing outline, you can move the cursor to Open An Existing Outline and press , or you can type the letter .

FOR MORE INFORMATION ON	SEE ALSO
Creating a new outline	<i>New</i>
Navigating through dialog boxes	<i>Dialog boxes</i>
Opening an existing outline	<i>Open</i>
Opening a non-GrandView file in a new, blank outline	<i>Import</i>
Opening a non-GrandView file in an existing GrandView outline	<i>Import</i>
Opening outlines from the DOS prompt	<i>Open</i> <i>Save Setup</i>
Quitting GrandView	<i>Quit GrandView</i>

OUTLINE VIEW

VIEW MENU

The Outline View command is on the View menu. After you have used Category View, Document View, or Calendar View, you can choose Outline View to return to the complete outline.

To view the complete outline:

(after you have used Document View, Category View, or Calendar View)

- Choose Outline View from the View menu, OR

Press **Esc** from any one of the three views, OR

Press the appropriate function key for the current view:

- Press **F3** if you are in Category View.
- Press **F4** if you are in Calendar View.
- Press **F5** if you are in Document View.

GrandView returns you to Outline View.

FOR MORE INFORMATION ON	SEE ALSO
Viewing the outline by date assignment	<i>Calendar View</i>
Viewing the outline by category assignments	<i>Category View</i>
Displaying a full-screen view of a document	<i>Document View</i>

OUTLINES

Like most outlines, a GrandView outline is a hierarchical list—a list with levels. In the simplest outline, all the items in the list are at the same level. But in most outlines, some items are more important than others. So the elements of most outlines are at different levels.

Outlines are composed of two kinds of elements:

- Headlines
- Documents

This section gives you an overview of the basic components of GrandView outlines. For more details on the commands discussed, refer to their corresponding sections in the Reference Guide.

Headlines

The titles listed in an outline are called headlines. A headline is made up of one or more lines of text. A single headline, with an attached document, can contain up to 64K of text. A headline can have subheadlines under it. In turn, each of these subheadlines can have subheadlines under it, and so on, to a nearly unlimited level of detail. Each subheadline is indented below its parent headline. Thus, you can make one headline subordinate to another by moving it under the other headline and to the right.

GrandView outlines show how headlines fit into the hierarchy in three ways:

- All headlines can have structure symbols.
- Each level can be indented.
- All headlines can have labels.

Structure Symbols

Every headline in a GrandView outline has a special structure symbol that appears in the left column of the screen. This structure symbol gives you information about the headline and about the subheadlines that are subordinate to it.

- A minus sign (–) means that the headline has no subheadlines indented beneath it.
- A plus sign (+) means that the headline has one or more subheadlines indented beneath it. The plus sign appears in a low-intensity video on the screen if those subheadlines have been collapsed and are hidden from view. (See “Expanding and Collapsing Headlines” later in this section.)
- An ampersand (&) means that the headline is a clone.

Headlines that have documents attached have two structure symbols that appear at the end of the headline:

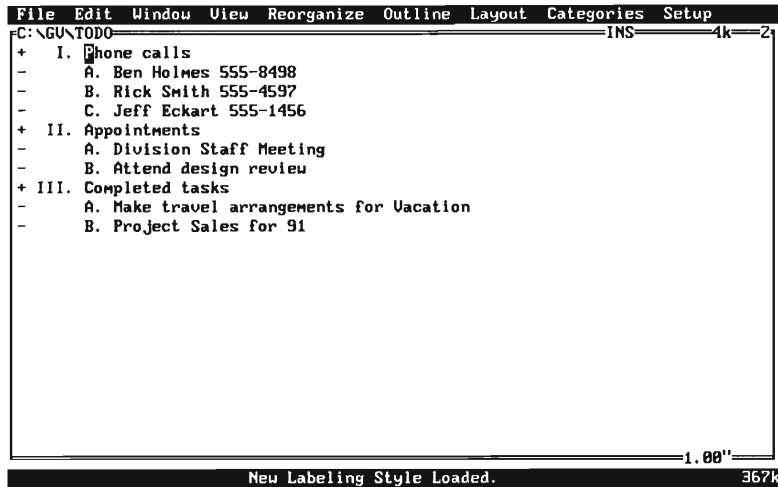
- A diamond (◆) means that the headline has a document that is expanded and visible on the screen.
- A down-arrow (↓) means that the headline has a document that is collapsed and not visible on the screen.

You can remove all of these structure symbols from the screen except the down-arrow. Use the Labels command to remove structure symbols.

Headline Labels

A headline label can appear to the left of every headline. Headline labels can reveal the relative position of the headline within the outline, so that if you move the headline, its label changes. In the next figure, if you moved up the “Appointments” headline, it would have the label “I,” and “Phone calls” would have the label “II.”

Headline levels



When you start to use GrandView, all headlines are labeled using the Harvard label style. In this system, the top level is a Roman numeral, the next level is a capital letter, the next level is an Arabic numeral, the next level is a lower-case letter, and so on. You can choose a different system of headline labels, or eliminate headline labels entirely, using the Labels command.

Suboutlines

Each headline is attached to its subheadlines. A headline and all of its subheadlines represent a suboutline. A headline acts like a “handle” for an entire suboutline. This makes it easy for you to reorganize your outline. When you move, copy, or delete a headline, you move, copy, or delete its subheadlines.

Headline Levels

Every headline appears on a certain level of the outline. Each level is indented, so that the lower the level, the more the headline is indented. Each level has a level number that shows where it belongs in the outline. If you are viewing the entire outline, the top-level headline is Level 1, the next level headline is Level 2, and so on.

Inserting Headlines

Headlines can contain multiple lines of information. Headlines are not restricted to just one line of text.


There are two ways to add a new headline to an outline. One method inserts a headline at the same level as the current headline, while the other creates a subordinate headline.

NOTE: *The cursor does not need to be at the end of the headline before you insert a new headline.*

To insert a headline at the same level as the current headline:

- Press  .


GrandView inserts a new headline below the current headline and at the same level.

NOTE: *If the current headline has no expanded subheadlines, you can also press  to create a new headline at the same level as the current headline.*

To insert a headline that is subordinate to the current headline:

- Press  .

GrandView inserts a new headline below the current headline, but at a subordinate level.

NOTE: *If the current headline has expanded subheadlines, you can also press  to create a new subheadline that is subordinate to the current headline.*

Expanding and Collapsing Headlines

To use outlines to their best advantage, it is important to be able to view the proper level of detail. If you want to concentrate on one small part of an outline, you can collapse subordinate headlines so that they do not appear on the screen. When you are ready to view the full outline again, you can expand headlines.

Documents

Documents are paragraphs of text that are attached to headlines at any level. You can use documents for long descriptions that explain a headline. A document, with its headline, can contain up to 64K of text. It is useful to use documents instead of multi-line headlines, because you can collapse documents to get an overview of the entire outline.

To insert a document:

1. Press **Ctrl** **PgDn** to position the cursor at the end of the current headline.
2. Press **Ctrl** **↵**.

Expanding and Collapsing Documents

Documents can be expanded and collapsed. Expanding documents lets you see all your information. Collapsing documents lets you concentrate on the headlines only.

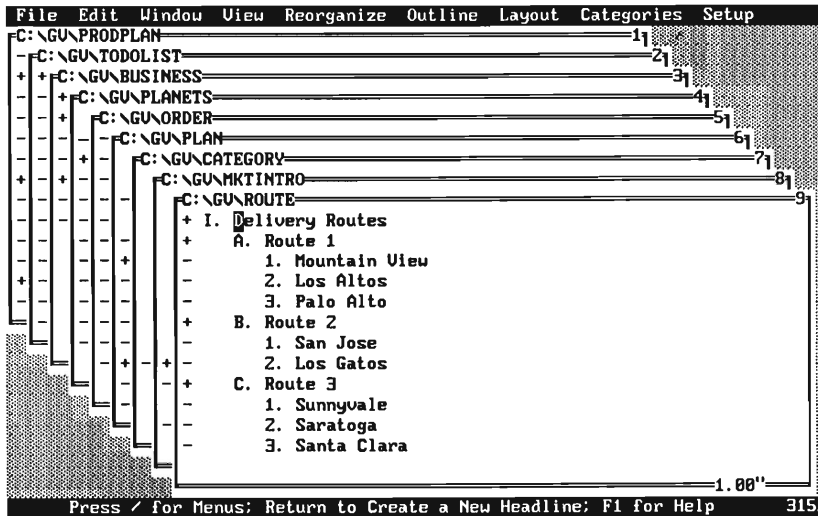
FOR MORE INFORMATION ON	SEE ALSO
Editing outlines	<i>Editing GrandView Outlines</i>
Expanding and collapsing headlines and documents	<i>Expand/Collapse</i>

OVERLAY

WINDOW MENU

GrandView lets you open as many as nine outlines at once. Each time you open an outline, it fills the entire screen (and thus hides from view any previously opened outlines). GrandView numbers the outlines in the order in which you opened them—the first outline you opened is number one. The window number appears in the upper-right corner of the window.

The Overlay command displays all open outlines so that you can see the name of each one. All open outlines are displayed much like a group of file folders on a desk. The active window appears on top, and the names of the others are visible beneath it. GrandView displays the rest of the open outlines in the order in which they were opened, with the first one opened on the bottom.



*Files arranged
with the Overlay
command*

To overlay open outlines:

1. Use the Open or New commands on the File menu to open several outlines on your screen.

GrandView places each outline on top of the previously opened one; the outline you see is the last one that you opened. This is the current outline.

2. Choose Overlay from the Window menu.

GrandView overlaps the open outlines on the screen, with the active window on top. You can continue working on the outline in the active window.



*If you want to work on a outline in a different window, you must first make it active. A shortcut way to do this is to press **Alt** and the window number. Or, you can select Choose Window on the Window menu. GrandView automatically moves this outline to the top.*

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Tile</i> <i>Tile Horizontal</i> <i>Tile Vertical</i> <i>Untile</i>
Making an open outline current	<i>Choose Window</i>
Moving between open outlines	<i>Choose Window</i>
Opening outlines	<i>New</i> <i>Open</i>
Saving the current window arrangement	<i>Save Setup</i>
Using windows	<i>Windows</i>
Zooming outlines to full screen	<i>Zoom</i>

PAGE BREAKS

LAYOUT MENU

The Page Breaks command is a submenu with four commands that allow you to control where new pages begin in an outline:

Hard Lets you specify exactly where the page should break. Hard page breaks are not adjusted as you add or delete text; they are always followed by a new page. The keyboard command for the Hard command is **Alt** **/**.

Conditional Lets you specify a section of text to always keep together on one page. Conditional page breaks are adjusted as you add or delete text, but the lines you have specified with this command will always be kept together on the same page, even if it means starting a new page.

To Level Lets you specify where to insert page breaks, based on outline level. For example, you can specify that GrandView start a new page for every Level 1 headline and for any existing suboutline and/or documents.

Turn Widow/Orphan On/Off Prevents a single line of a paragraph from appearing alone at the top or bottom of a page. This command is a toggle.



*The only page breaks that GrandView shows on the screen are the hard page breaks that you have inserted manually (indicated by a dashed line). To see where all the page breaks will occur in your outline, use the Preview command, located on the File menu's Print submenu. The keyboard command for Preview is **Ctrl** **Print Scrn**.*

Hard Page Breaks

You use the Hard command to manually insert a page break in the outline. GrandView displays a dashed line on the screen to indicate where each page break will occur when you print the outline.



When you add or format text, GrandView does not adjust or remove page breaks that you have entered with the Hard command.

To insert a hard page break:

1. Position the cursor where you want to begin a new page.
2. Choose Page Breaks from the Layout menu, and choose Hard from the submenu or press **Alt** **/**.

GrandView inserts a dashed line. When you print the outline, text that follows this line will appear at the top of a new page.

To delete a hard page break:

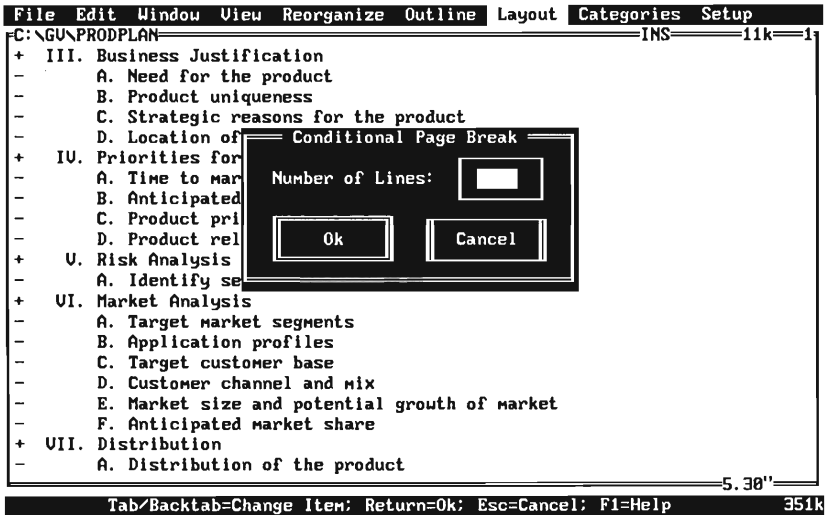
1. Use the arrow keys to select the dashed line representing the page break.
2. Press **Del**.

Conditional Page Breaks

The Conditional command lets you keep lines of text together on one page. This command is useful for keeping a headline on the same page as its attached subheadlines and documents. You can also use the Conditional command to prevent a page break in a table or list.

When you add or format text, GrandView will adjust the page breaks so that the number of lines you have specified using the Conditional command will always appear on one page. If you do not want GrandView to adjust or remove page breaks, use a hard page break instead.

When you choose Conditional from the Page Breaks submenu, GrandView displays this dialog box:



The Conditional Page Break dialog box

Number of Lines Lets you enter the number of lines that you want to keep together on one page. When counting the lines, be sure to include the one that contains the cursor.

OK Keeps together the number of lines that you have specified so that they will be printed on one page.

Cancel Cancels the command and closes the dialog box.

Each time you insert a conditional page break, GrandView displays a format tag and the number of lines that will print on one page. For example, the following tag means that the next 12 lines in the outline will always be printed on one page:

<Cond Page: 12>

When you print the outline, GrandView will not print the format tags. If you do not want the format tags to appear on the screen, you can use the Turn Format Tags On/Off command. The format tags will still exist—GrandView just hides them from view.

To insert a conditional page break:

1. Position the cursor on the first character of the text that you want to keep together.
2. Choose Conditional from the Layout menu's Page Breaks submenu. GrandView displays the Conditional Page Break dialog box.
3. Enter the number of lines from the cursor position that you want to keep together on one page. Be sure to count the line that includes the cursor.
4. Execute or cancel the procedure.
 - To keep together the number of lines you have specified, choose OK, or press .
 - GrandView precedes the specified text with a Conditional Page Break format tag. The number of lines you have specified is also noted in the tag.
 - To cancel the procedure, choose Cancel, or press .

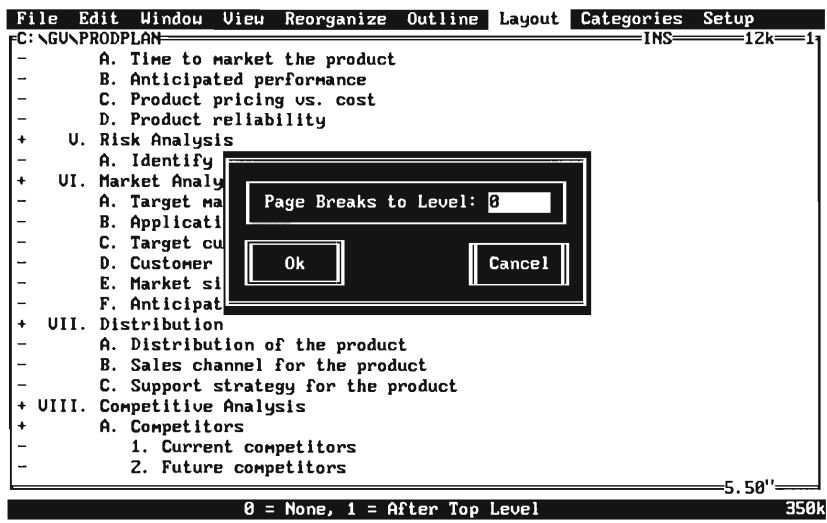
To delete a conditional page break:

1. Choose Turn Format Tags On/Off from the Print menu, or press **Alt** **T**.
If the format tags are already displayed on your screen, go to Step 2.
2. Position the cursor on the first character of the text following the format tag that indicates a conditional page break.
3. Press **Backspace**.

Page Breaks by Outline Level

To specify page breaks according to outline level, you use the To Level command. For example, suppose you have an outline with five major sections, each of which starts with a Level 1 headline. If you want each major section to start at the top of a new page, choose the To Level command, and enter 1. The To Level command affects the entire outline.

When you choose the To Level command, GrandView displays the following dialog box:



The Page Breaks to Level dialog box

**Page Breaks
to Level**

Indicates the level at which to start a new page.



OK

Places page breaks at the outline level that you have specified.

Cancel

Cancels the command and closes the dialog box.

To insert page breaks by outline level:

1. Choose the To Level command from the Layout menu's Page Breaks submenu.
2. Enter the outline level at which you want page breaks inserted.
3. Execute or cancel the procedure.
 - To keep insert page breaks at the outline level that you have specified, choose OK, or press .
 - To cancel the procedure, choose Cancel, or press .

Widow/Orphan Control

The Turn Widow/Orphan On/Off command is a toggle that allows you to turn Widow/Orphan Control On or Off in GrandView. When Widow/Orphan Control is On, GrandView prevents one line of a paragraph from appearing alone at the top or bottom of a page.



Widow/Orphan Control applies only to paragraphs of two or more lines. It does not affect single lines of text.

The following table describes widows and orphans and how they are treated when Widow/Orphan Control is On.

TYPE	DESCRIPTION	WIDOW/ORPHAN CONTROL ON
Widow	The last line of a paragraph when it appears alone at the top of a page.	The last two lines of the paragraph appear at the top of the next page.
Orphan	The first line of a paragraph when it appears alone at the bottom of a page.	The entire paragraph appears at the top of the next page.

To Turn Widow/Orphan Control on:

- Choose Turn Widow/Orphan On from the Layout menu’s Page Breaks submenu.

To Turn Widow/Orphan Control off:

- Choose Turn Widow/Orphan Off from the Layout menu’s Page Breaks submenu.

FOR MORE INFORMATION ON

Using Preview to see page breaks

SEE ALSO

Print

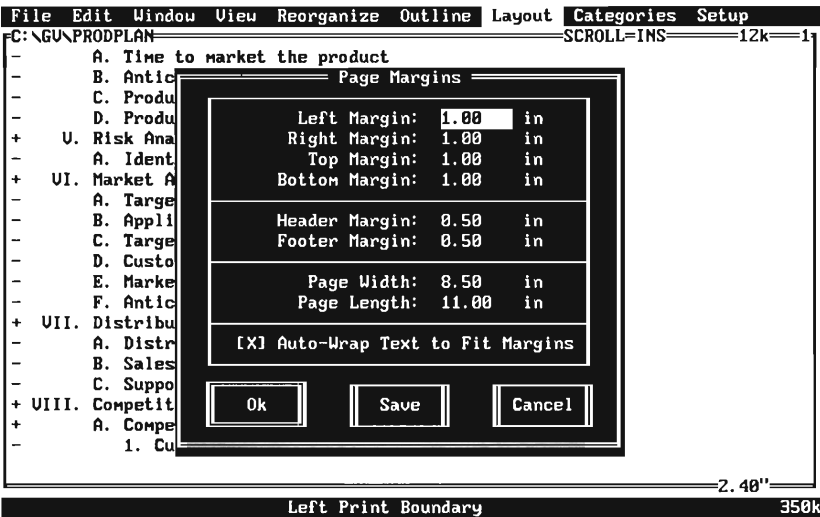
PAGE MARGINS

LAYOUT MENU

The Page Margins command lets you control the appearance of an outline on the printed page. The margins determine the area on the page where the printed text is placed. In addition to setting margins, you can also set the page width, page length, header position, and footer position. The options that you set with the Page Margins command apply to the entire outline.

When you choose Page Margins, GrandView displays this dialog box, which lists the defaults for each option:

The Page Margins dialog box



Left Print Margin

Indicates the amount of space between the left edge of the paper and the outline. The default is one inch.

Right Print Margin

Indicates the amount of space between the outline and the right edge of the paper. If you are printing the outline with a ragged right margin (the default in GrandView), this is the space between the longest line of text and the right edge of the paper. The default is one inch.

Top Print Margin

Indicates the amount of space between the top edge of the paper and the outline. If your outline includes a header, GrandView prints it in this space. The default is one inch.

Because printers vary as to the minimum top margin required to print, you should allow at least .33 inches for a top print margin.

Bottom Print Margin

Indicates the amount of space between the outline and the bottom edge of the paper. If your outline includes a footer, GrandView prints it in this space. The default is one inch.

Because printers vary as to the minimum bottom margin required to print, you should allow at least .33 inches for a bottom margin.

Header Margin

Indicates the distance between the top of the page and the top of the header.



GrandView is preset to print a header one-half inch from the top of the page. When you change the vertical position (distance from the top of the page) of a header, be sure to specify a distance that would place the header within the top print margin. You may also have to increase the top print margin. For example, if you want GrandView to print a header one inch from the top of the page, the top print margin must be greater than one inch; otherwise, GrandView doesn't print the header. This also applies when you use the Custom Headers/Footers commands to create a multi-line header.

Footer Margin

Indicates the distance between the bottom of the page and the top of the footer.



GrandView is preset to print a footer ten and one-third inches from the top of a page. When you change the vertical position (distance from the top of the page) of a footer, be sure to specify a distance that would place the footer within the bottom print margin. You may also have to increase the bottom print margin. This also applies when you use the Custom Headers/Footers commands to create a multi-line footer.

Page Width

Indicates the total width of a page, including the left and right print margins. The default is the width of a standard sheet of paper, 8.5 inches.

Page Length Indicates the total length of a page, including the top and bottom print margins. The default is the length of a standard sheet of paper, 11 inches.

Auto-wrap Text to Fit Margins Automatically wraps headline and document text to the right margin. When you turn this option *on*, it overrides the right indent setting that you specified with the Custom Indents command.

You should turn Off the Auto-wrap Text to Fit Margin option when you have applied special right margin formatting with the Custom Indents command. For example, if you have indented both the left and right margins in a paragraph, and Auto-wrap is on, GrandView will align the text with the right page margin, not with the right indent that you have set. If Auto-wrap is Off, GrandView will align the right margin with the indent that you have set.





The Auto-wrap Text to Fit Margin option does not affect the appearance of the text on the screen; it affects only the margins of the printed outline. To see the effect of the Auto-wrap option, use the Preview command.

OK Saves the settings that you selected with the current outline.

Save Saves the settings that you selected with the current outline and applies these settings to all new outlines that you create (until you change them).

Cancel Cancels the command and closes the dialog box.

To specify page margins:

1. Choose Page Margins from the Layout Menu.
GrandView displays the Page Margins dialog box.
2. Press  or  to select the option you want to change.
3. Change the current setting by typing a new setting.
4. Save the Page Margins options, or cancel the procedure.
 - To apply the Page Margins options to only the current outline, choose OK, or press .
 - To apply the Page Margins options to the current outline and to any new outlines that you create, choose Set Default.
 - To cancel the Page Margins options that you have set, choose Cancel, or press . GrandView will return you to the outline and will use the default Page Margins options when you print the outline.

FOR MORE INFORMATION ON	SEE ALSO
Creating a header or footer	<i>Headers/Footers</i>
Setting indents	<i>Indents</i>
Previewing a printed document	<i>Print</i>

PASTE

EDIT MENU

The Paste command is a submenu with commands that let you insert the headline, suboutline, or text on the Clipboard into your outline. The commands on the submenu differ, depending on the contents of the Clipboard:

- If the Clipboard contains a headline or a suboutline, the commands on the Paste submenu are At Level and As Subhead.
- If the Clipboard contains text, but not a complete headline, the command on the Paste submenu is Text at Cursor.
- If the Clipboard is empty (i.e., it does not contain text or headlines), the command on the Paste submenu is Clipboard Empty.

Paste Submenu Commands

<i>At Level</i>	Inserts headlines and/or a suboutline at the same level as the current headline. The keyboard equivalent for this command is Alt V .
<i>As Subhead</i>	Inserts headlines and/or suboutlines subordinate to the current headline.
<i>Text at Cursor</i>	Inserts the text on the Clipboard into the current headline at the cursor location. The keyboard equivalent for this command is Alt V .
<i>Clipboard Empty</i>	Indicates there is neither text nor headlines on the Clipboard. Choosing this command has no effect on your outline.

The At Level, As Subhead, and Text at Cursor commands do not remove information from the Clipboard. They insert a copy of the information into your outline. The information remains on the Clipboard until the next time you use the Copy or Cut commands.

If the Clipboard contains headlines with categories that do not exist in the outline into which the material is inserted, GrandView will add the categories and assignments to the outline.

To view the contents of the Clipboard before you paste, choose the View Clipboard command on the Edit menu.

To paste a headline or suboutline at the same level as the current headline:

1. Choose View Clipboard to be sure that the Clipboard contains a headline or a suboutline.

If the Clipboard is empty, use the Cut or Copy commands to add a headline to the Clipboard.

2. Select the headline below which you want to paste a suboutline.

3. Choose the At Level command from the Edit menu's Paste submenu, or press **AR** **V**.

If you want to paste the same information in more than one place in the outline, you can reposition the cursor and choose At Level (or press **AR** **V**) as many times as you wish.



NOTE: *The clipboard differentiates between text that was selected with the Mark Text command and then cut or copied, and headlines/suboutlines that were cut or copied. When the clipboard contains only text, the command on the Paste submenu is Text At Cursor. When the clipboard contains a headline or suboutline, the commands on the Paste submenu are At Level and As Subheads.*

To paste a headline or a suboutline subordinate to the current headline:

- 1. Choose View Clipboard to be sure that the Clipboard contains a headline or a suboutline.
If the Clipboard is empty, use the Cut or Copy commands to add a headline to the Clipboard.
- 2. Select the headline underneath which you want to paste a suboutline.
- 3. Choose the As Subhead command from the Edit menu’s Paste submenu.

To paste text into a headline or a document:

- 1. Choose View Clipboard to be sure that the Clipboard contains text.
If the Clipboard is empty, use the Cut or Copy commands to add text to the Clipboard.
- 2. Move the cursor to the place where you want to insert text.
- 3. Choose the Text at Cursor command from the Edit menu’s Paste submenu.

FOR MORE INFORMATION ON	SEE ALSO
Clipboard	<i>Clipboard</i>
Copying headlines and text	<i>Copy</i>
Creating new categories	<i>Create Category</i>
Moving headlines and text	<i>Cut</i>
Viewing the contents of the Clipboard	<i>View Clipboard</i>

PREFERENCES

SETUP MENU

The Preferences command lets you choose different ways of working with GrandView. You can choose any of the following:

- Screen characteristics
- The size of the mouse cursor and the double-click speed of the mouse
- How the units dimensions will be displayed (in inches or in centimeters)
- Which directory you will use first
- Whether you will be prompted for confirmation when headlines are deleted in your outline

When you choose Preferences, GrandView displays this dialog box:



The Preferences dialog box

Screen Options

Show Outline Structure Symbols	Indicates whether the structure symbols on the left side of each headline are displayed or hidden when you view an outline. The structure symbol to the left of each headline marks certain outline structures and can appear as a plus (+), a minus (-), or an ampersand (&).
Show Word Processing Symbols	Indicates whether the tab and carriage return characters are displayed or hidden when you view an outline. If Show Word Processing symbols is on, each tab appears as a small right arrow (→), and each carriage return appears as a diamond (◆). If Show Word Processing Symbols is off, the cursor widens when it appears on top of a tab character.
Use Borders on Menus and Dialog Boxes	Indicates whether borders are used on menus and dialog boxes. This option is turned on automatically when you choose the Monochrome command from the Colors submenu.
Slow Video, Prevent Snow	Slows down screen activity to prevent “snow” from appearing on your screen. This check box is normally OFF. However, if your monitor has a snow-like appearance whenever GrandView writes to the screen, turn ON Slow Video, Prevent Snow to slow down the screen activity.
Word Wrap to Fit Screen	Specifies if text should wordwrap to fit within the screen boundaries, or if it should wordwrap the way that it will when you print the outline. If Word Wrap to Fit Screen is ON, the text wraps to fit within the boundaries of its window. The line breaks that you see on the screen may be different from those in the printed outline (particularly if you are using proportional fonts). If Word Wrap to Fit Screen is OFF, the text wraps the same way on the screen that it does when you print the outline. If you are using a proportional font, the text of your outline may scroll off the screen. (You can use the arrow keys or the mouse to scroll the outline left and right.)

Miscellaneous

Prompt Before Deleting Multiple Headlines Indicates whether GrandView will ask for confirmation when you use the Delete submenu's Headline/Suboutline command. If you turn this option on, GrandView displays a prompt any time you use the Headline/Suboutline command to delete more than one headline. The Dialog Box prompt identifies how many headlines will be deleted and asks if you really want to proceed.

Show Dimensions In Indicates whether GrandView's settings are displayed in inches or in centimeters. Dimensions are used for the following:

- Page margins
- Page length
- Page width
- Outline indentations
- Tab sizes

Startup Outline Directory Specifies which directory will be used when you start GrandView. You must enter a full path for the directory, including the drive and the full directory specification from the root. If the directory that you specify is invalid when you start GrandView, GrandView will ignore this setting.

Mouse Options

Double Click Speed Indicates how quickly you need to click the mouse for GrandView to recognize a double-click.

Cursor Size Indicates how large the mouse cursor appears on the screen.

OK Changes the current outline, but does not save these changes for the next session. This option lets you preview the new preferences on the screen without making permanent changes. If you don't like what you see, you can quit GrandView and then start the application again.

- Set Defaults

Saves your changes as the new defaults. GrandView uses the new default settings every time you create a new outline or open an existing one.
- Cancel

Cancels the command and closes the dialog box.

To use the Preferences command:

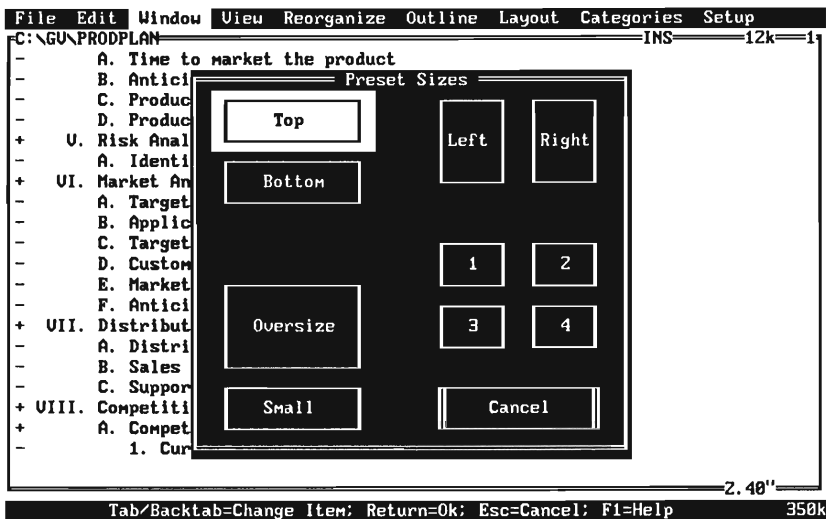
1. Choose Preferences from the Setup menu.
2. Choose your preferences.
 - To turn a check box ON or OFF, press Spacebar.
 - To choose a radio button, press → or ←.
3. When you have finished, choose the appropriate button:
 - To preview your changes without saving, choose OK.
 - To save your changes, choose Save.
 - To cancel your changes, choose Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Installing GrandView	<i>Installing GrandView</i>
Printing	<i>Print</i>
Structure symbols	<i>Outlines</i>
Using a mouse	<i>Appendix C, Using a Mouse with GrandView</i>

PRESET SIZES

WINDOW MENU

The Preset Sizes command gives you partial control over the size and placement of a window. You may want to display an outline where you can easily refer to it on your screen. This command lets you use one of GrandView's ten sample window size and placement options to display the active window. You can choose from the following commonly used sizes and positions:



Preset Sizes

When you use the Preset Sizes command to display a window, only the active window is affected; other open windows remain as they are.

If you want a size and/or placement other than what is available with Preset Sizes, use the Move/Size command.

To display the active window with a preset size:

1. Select your outline by making it active. A shortcut way to do this is to press **Alt** and the window number.
2. Choose Preset Sizes from the Window menu.
3. When GrandView displays the Window Size options, use the arrow keys to select the one that you want, and press **Enter**.

For example, if you select the preset size labeled “Right” and press **Enter**, GrandView displays the active window on the right half of the screen.

To cancel the procedure, choose Cancel, or press **Esc**.

FOR MORE INFORMATION ON	SEE ALSO
Displaying outlines	<i>Move/Size</i> <i>Tile</i> <i>Horizontal</i> <i>Vertical</i> <i>Overlay</i>
Making an open window active	<i>Choose Window</i>
Moving between open windows Saving the current window setup	<i>Choose Window</i> <i>Save Setup</i>
Using windows	<i>Windows</i>
Zooming outlines to full screen	<i>Zoom</i>

The print command is a submenu with four commands:

Print	Prints the current outline. The keyboard command for the Print comand is Alt P .
Preview	Lets you view the outline as it will be printed. In Preview, you can check and modify the formatting of your outline without actually printing. The keyboard command for the Preview command is Ctrl Print Scrn .
Print Options	Lets you specify how much of the outline is printed and what is printed with the outline (e.g., table of contents, headers and footers, etc.).
Print Tutor	Takes you step-by-step through the commands that control the formatting, layout, and printing of outlines.

Each of these commands will be discussed in the following sections.

Preparing to Print

Before you print an outline, you need to choose the formatting and layout that will be used. GrandView has many settings that affect the format and layout of a printed outline. Most of these settings can be specified with the Print submenu’s Print Tutor and Print Options commands.

PRINT TUTOR

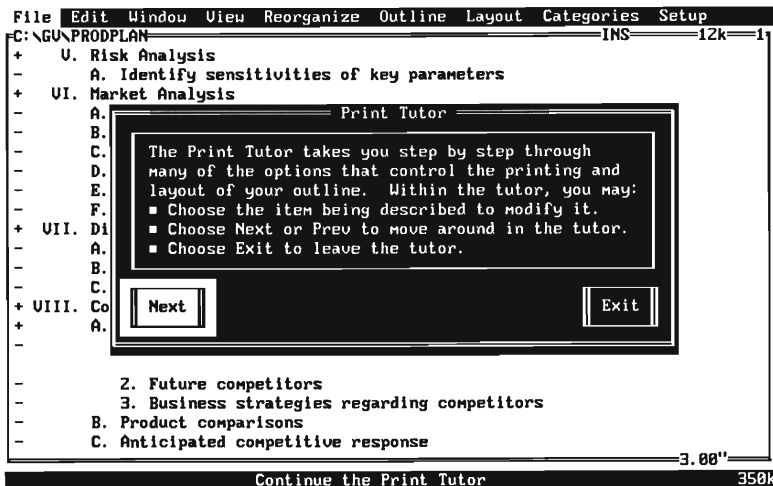
The Print Tutor command takes you step-by-step through a series of dialog boxes that contain formatting and printing options. The Print Tutor provides you with a quick and easy way to access many formatting and printing options with a single command.

With the Print Tutor command, you can specify the following:

- Page Margins
- Default Font
- Font/Style by Level
- Default Line Spacing
- Line Spacing by Level
- Justification
- Page Breaks to Level
- Automatic Headers/Footers Options
- Table of Contents
- Print Options
- Output Options

Each Print Tutor dialog box has a button that takes you to the featured command's dialog box. Print Tutor dialog boxes also have Next and Previous buttons that allow you to navigate through the series of Print Tutor dialog boxes.

**Print Tutor
dialog box**



To use Print Tutor:

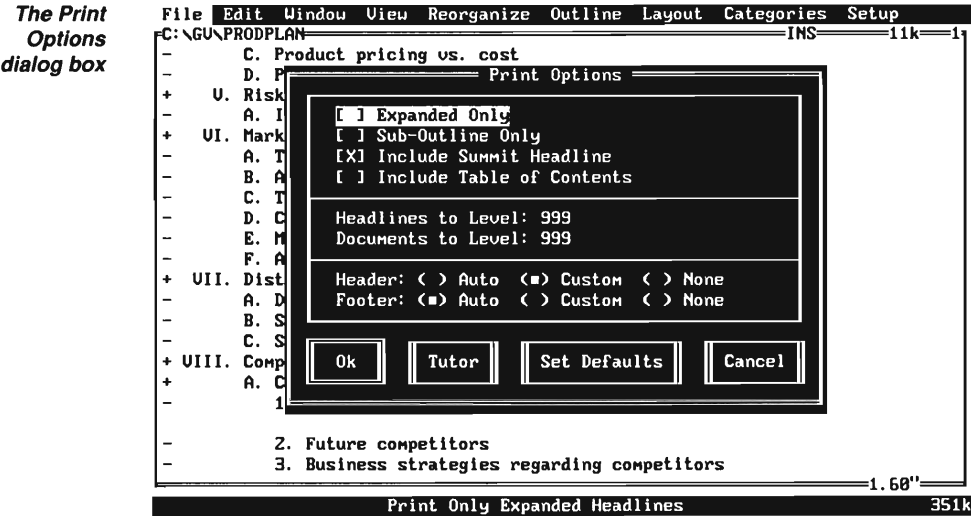
1. Choose Print Tutor from the Print Submenu (located on the File menu).
2. Press **[N]** or **[↵]** to go to the first Print Tutor dialog box.
3. Choose the command, go to another Print Tutor dialog box, or exit Print Tutor.
 - Press **[↵]** to choose the command.
 - Press **[N]** to go to the next Print Tutor dialog box.
 - Press **[P]** to go the previous Print Tutor dialog box.
 - Press **[E]** or **[Esc]** to exit the Print Tutor.

PRINT OPTIONS

The Print Options command specifies how much of the outline is printed, as well as what is printed with the options. You use the Print Options command to do any of the following:

- Specify the level at which the outline is printed.
- Indicate whether collapsed headlines and/or documents are printed.
- Determine how much of the outline is printed: the entire outline or only the current suboutline.
- Insert headers and footers in the outline.
- Include a table of contents with the outline.

When you choose Print Options, GrandView displays this dialog box:



Expanded Only Prints only the expanded headlines in the part of the outline that you are printing. When turned ON, GrandView does not print documents that you have hidden with the Collapse Document command or headlines that you have collapsed with the Collapse Subheads command. When turned OFF, GrandView prints all headlines and documents, regardless of their expansion state.

Sub-Outline Only Prints the cursor suboutline only. When this option is turned ON, and you have not marked a block, GrandView prints only the current headline and its attached subheadlines and documents. The current headline appears as a Level 1 headline; it does not retain its original indentation. For example, if the current headline is a Level 3 headline, GrandView prints it at the left print margin, rather than indented three levels.

If this option is turned OFF, the entire outline is printed, regardless of cursor location. However, if you have marked a block of your outline, GrandView prints only the marked block. GrandView retains the indentation of the marked block. For example, if you have selected all Level 3 headlines, and indentation is set at one-half inch, then GrandView prints them in the same location—one and one-half inches from the left print margin.

<i>Include Summit Headline</i>	<p>Prints the current headline and its subheadlines.</p> <p>This is the default, when this option is OFF. Only the current headline's suboutline is printed; the current headline itself is not printed. This option has no effect if the Sub-Outline Only option is OFF.</p>
<i>Include Table of Contents</i>	<p>Prints a table of contents after printing the outline.</p> <p>To control the format and the amount of information present in the table of contents, use the Table of Contents command.</p>
<i>Headlines to Level</i>	<p>Prints only headlines in the selected part of your outline at the level of expansion that you indicate. If you set headlines to level 999 (the default), GrandView prints all the headlines. If you set headlines to Level 0, GrandView doesn't print any headlines. For example, if you want to print only headlines at the first two levels below the current headline, enter 2.</p> <p>If you have turned OFF the Sub-Outline Only option, GrandView prints all the headlines at the level of expansion that you indicate. It doesn't matter where the cursor is located.</p>
<i>Documents to Level</i>	<p>Prints only documents in the selected part of your outline at the level of expansion that you indicate. If you set documents to level 999 (the default), GrandView prints all the documents. If you set documents to Level 0, GrandView doesn't print any documents. For example, if you want to print only documents at the first two levels below the current headline, enter 2.</p> <p>If you have turned OFF the Sub-Outline Only option, GrandView prints all the documents at the level of expansion that you indicate. It doesn't matter where the cursor is located.</p> <p>If the Documents to Level option setting is greater than the Headlines to Level option setting, GrandView prints only the documents at the deepest levels.</p> <p>For example, setting headlines to Level 1 and documents to Level 999 prints only the headlines that appear at the first level in your outline, but prints all documents.</p>

Headers	Prints the kind of header you have specified.
<i>Auto</i>	Prints the header that you have specified with the Auto Headers/Footers command.
<i>Custom</i>	Prints the header that you have specified with one of the Custom Headers/Footers commands.
<i>None</i>	Does not print a header, even if you have specified one.
Footers	Prints the kind of footer that you have specified.
<i>Auto</i>	Prints the footer that you have specified with the Auto Headers/Footers command.
<i>Custom</i>	Prints the footer that you have specified with one of the Custom Headers/Footers commands.
<i>None</i>	Does not print a footer, even if you have specified one.
OK	Saves the settings that you have selected with the current outline.
Tutor	Displays the Print Tutor without first returning you to the Print Menu. For more information on the Print Tutor, see the previous section.
Set Defaults	Saves the settings that you have selected with the current outline, and applies these settings to all new outlines that you create (until you change them).
Cancel	Cancels the command and closes the dialog box.

To select print options:

1. Choose Print Options from the Print submenu.



This is the same Print Options dialog box that appears when you select Options from the Print dialog box.

2. Select your print options.
3. Save the print options that you have selected, or cancel the procedure.
 - To apply the print options to only the current outline, choose OK, or press **[Enter]**.
 - To apply the print options to the current outline and to any new outlines that you create, choose Save.
 - To cancel the print options that you have selected, choose Cancel, or press **[Esc]**.

Previewing Outlines

As a result of GrandView's many formatting and printing options, outlines can look very different on paper from the way they look on the screen. To see how your outline will look on paper, use the Preview command. The Preview command displays your outline exactly as it will be printed. Preview shows you the following:

- Page breaks
- Line breaks
- Line spacing
- Boldfaced text
- Underlined text
- Justification
- Indents
- Margins
- Headers and Footers (if included)

NOTE: *GrandView does not show different typefaces (i.e., fonts) in Preview. All text appears in the same screen font. However, characters are represented in the correct heights and widths, ensuring the accuracy of the line breaks and line spacing shown in Preview.*

PREVIEW REQUIREMENTS

To use Preview, you must have one of the following display types:

- CGA
- EGA
- VGA
- MCGA
- Hercules

Also, Preview requires that you have a certain amount of available disk space. Depending on the printer driver you have installed, you may need as much as twice the size of the outline you are previewing (the minimum disk space necessary is equal to the size of the outline). For example, if you are previewing a 10K outline, you need between 10K and 20K of available disk space to use Preview.

USING PREVIEW


You can preview your outline at any time by pressing **Ctrl** **Print Scrn**. Also, the Print dialog box has a Preview button.

NOTE: *If you have the option No Gaps Between Pages turned ON, you cannot use Preview. (No Gaps Between Pages is located in the Print dialog box.) The Preview command must break the outline into pages to display it.*

When you choose Preview, GrandView displays a screen showing how your outline will look when you print it.

To move from page to page in Preview, use the **PgUp** and **PgDn** keys. You can use several other keys to navigate through your outline in Preview. The following table lists Preview's navigation keys, as well as its other keyboard commands:

TO PRESS

- | | |
|---|---|
| • Move up one page | PgUp |
| • Move down one page | PgDn |
| • Go to the first page | Home |
| • Go to the last page | End |
| • Exit Preview, and go back to original location in outline | Esc |
| • Exit Preview, and go to location shown in Preview |  |

USING PREVIEW WHEN GRANDVIEW IS MEMORY RESIDENT

When you run GrandView as a memory resident application, Preview has two restrictions:

- You cannot use the hot key to switch out of GrandView while Preview is active.
- If you switch from another application to GrandView while the other application is in graphics mode, you cannot use Preview. For example, suppose you have GrandView and Harvard Graphics loaded. If you are viewing a chart in Harvard Graphics, and you use the GrandView hot key to return to Grandview, you will not be able to use Preview. If, however, you are at Harvard Graphics main menu when you switch to GrandView, you will be able to use Preview.

NOTE: *You cannot use a mouse in Preview.*

To preview an outline:

1. Choose Preview.
 - Press **Ctrl** **Print Scrn**, OR
 - Choose Preview from the Print Submenu, OR
 - Choose the Preview button in the Print dialog box.

2. Review your document.

- Press **[PgDn]** to go to the next page.
- Press **[PgUp]** to go to the previous page.

3. Exit Preview.

- Press **[Esc]** to return to the original location in the outline.
- Press **[↩]** to return to the outline location shown in preview.

Printing Outlines

You can use the Print command to print the current outline or part of the outline. You can print any of the following:

- The current headline and its attached subheadlines and documents
- The entire outline
- A part of an outline that you have selected with the Mark Text command
- A document
- A hoisted headline and its attached subheadlines and documents
- A list of headlines assigned to a day, week, month or range of dates
- A list of categories and assignments

Unless you indicate otherwise, GrandView prints the entire outline and directs the output to the printer connected to your computer.

When you choose the Print command, GrandView displays the Print dialog box:



The Print dialog box

Page Range Prints the pages that you specify. You can print up to 999 pages. For example, you can choose to print only pages 3 through 5 of your outline. The default is 1 through 999. If you change the page range, GrandView uses the new page range until you change it again.

NOTE: You use the option *First Page Numbered* in this dialog box to change the starting page number.

Number of copies Prints the number of copies that you specify. The default is 1. If you change the number of copies, GrandView uses the new setting until you change it again.

Output Lets you select a destination for your printed output.

Printer Prints your outline on the printer connected to the computer. This is the default.

Spooler Prints your outline to the DOS spooler. This lets you continue using GrandView while your outline gets printed in the background. Before you select this option, you must load the DOS spooler. For more information, see your DOS reference manual.

Disk

Prints your outline to a disk. GrandView uses the same name for your outline, but adds the extension PRN.

This option lets you print an outline directly from the DOS prompt with the DOS Print command. For example, to print an outline called MKTGPLAN, which has been saved to a disk, you can type

```
C>PRINT MKTGPLAN.PRN 
```



The order of the paper trays varies between printers. If your printer does not have bins, keep the default setting of Bin 1.

Bin 1

Prints your outline to the first paper tray on your printer.

Bin 2

Prints your outline to the second paper tray on your printer.

Bin 3

Prints your outline to the third paper tray on your printer.

Draft Quality Only

Prints your outline in draft-quality mode. This option is available only if your printer has a near-letter-quality mode. If it does, then near-letter-quality is the default, and you must select this option to print your outline in draft-quality mode.

Pause Between Pages

Prints one page at a time. Select this option if your printer has a single-sheet feed, which requires you to insert each new page by hand.

No Gaps Between Pages

Prints the outline continuously without a top or bottom margin. Headers and footers are not printed. You may want to turn ON this option when you are using continuous-feed paper.

Enable Wide Printing

Splits wide outlines between two pages. If this option is turned OFF, a wide outline will be printed as far as the printer can print, and depending on your printer, will either wrap the remaining text around to the next line or cut the text off.



This option has no effect if the option Auto-Wrap Text to Fit Margins is turned OFF. (This option is located in the Page Margins dialog box. The Page Margins command is located on the Layout menu.)

<i>First Page Numbered</i>	Sets the page number for the first page of your outline. The default is 1, but you can enter any number you wish. You can use this option when you print several outlines whose pages you want to be consecutively numbered. When you change this setting, GrandView uses the new number until you change it again.
<hr/>	
<i>Tutor</i>	Displays the Print Tutor without first returning you to the Print Menu. For more information on the Print Tutor, see the previous section.
<hr/>	
<i>Options</i>	Displays the Print Options dialog box without first returning you to the Print menu. For more information, see <i>Print Options</i> .
<hr/>	
<i>Preview</i>	Displays the outline as it will be printed, according to the printing and formatting options that you have selected.
<hr/>	
<i>Set Defaults</i>	Saves the settings that you have selected with the current outline, and applies these settings to all new outlines that you create (until you change them).
<hr/>	
<i>OK</i>	Starts printing your outline.
<hr/>	
<i>Cancel</i>	Cancels the command and closes the dialog box.

To print part of an outline or an entire outline:


1. Select the headline that you want to print.
You can also use the Mark Text command to select a block of headlines and text.
2. Choose Print from the File menu's Print submenu, or press **Alt** **P**.

3. To review your formatting and layout options, choose Options and/or Tutor:
 - To change how much of the outline is printed and what is included in the printed outline, press **[O]** for Options. GrandView displays the Print Options dialog box.
 - To change formatting options, press **[T]** for Tutor. GrandView displays the Print Tutor.
4. To view your outline as it will be printed, press **[P]** for Preview. GrandView displays the Preview screen:
 - To scroll through the outline in Preview, press **[PgUp]** or **[PgDn]**.
 - For a close-up view of the outline, press **[Z]**.
 - To insert a hard page break, use the arrow keys to move the page break indicator to the line where you want the page to break, and press **[↵]**.
 - To insert a conditional page break, use the arrow keys to move the page break indicator to the line where you want the page to break, and press **[Ins]**. GrandView displays the Conditional Page Break dialog box. Enter the number of lines that you want to keep together, and press **[↵]**.
 - To exit preview and return to the Print Dialog box, press **[Esc]**.
5. Change any options that need to be adjusted in the Print dialog box before printing.

If you don't change any options in the Print dialog box, GrandView prints one copy of the current headline and its attached subheadlines and documents (or the headlines and text that you have selected with the Mark Text command). GrandView directs the output to the printer connected to your computer.



If you select a headline, GrandView prints the current headline as a Level 1 headline; it does not retain its original indentation. However, if you use the Mark Text command to select a block of headlines or text, GrandView retains its original indentation.




6. When you are ready to start printing, choose Print, or press .

While printing, GrandView displays a dialog box with several bullets arranged in a square. To indicate that your outline is being printed, GrandView moves the squares in a circular pattern in direct proportion to the printing speed. If necessary, you can interrupt or stop the printing operation.

- To interrupt printing, choose Pause.
- To resume printing, choose Restart. GrandView continues printing your outline.
- To stop printing, choose Stop. GrandView returns you to the outline.

To print a document:

You can print any document without its attached headline.

1. Select the headline that contains the document that you want to print.
2. Choose Document View from the View menu, or press .
- GrandView fills the active window with your document. The document's headline does not appear.
3. Choose Print from the File menu's Print submenu, or press  .
- GrandView prints your document as it appears on the screen.

To print a hoisted headline:


1. Select the headline that you want to hoist.
2. Choose Hoist from the Outline menu's Hoist submenu, or press **Alt** **H**.
GrandView displays the current headline and its attached subheadlines and documents in the upper-left corner of the screen.
3. Choose Print from the File menu's Print submenu, or press **Alt** **P**.
GrandView prints the hoisted headline and its attached subheadlines and documents. The hoisted headline appears as a Level 1 headline; it does not retain its original indentation. For example, if the current headline is a Level 3 headline, GrandView prints it at the left print margin. This indentation is the same as if you had printed the current headline in your outline.



If you want your printed output to retain its original indentation, use the Mark Text command to select the headlines and text.



To print a category assignment list:

1. Choose Category View from the View menu, or press **F3**.
2. Choose the category and assignment whose list of headlines you want to print.
For example, to print all the headlines assigned to *John*, choose *Person* from the category list and *John* from the assignment list.
3. Choose Print from the File's menu Print submenu. GrandView displays the Category View Print Options dialog box, which provides you with options specific to printing category assignments. For more information on the Category View Print Options dialog box, see *Category View*.
4. Select the options you want to use and press **Enter**.
GrandView displays the Print dialog box.


5. Select the options you want to use for printing and press .

GrandView prints the list of headlines with the category assignment that you have selected. If you chose to include headers and footers in the Print Options dialog box, GrandView uses the name of the category and the assignment as the Headline Text. If the Headers/Footers option in the Print Options dialog box is set to None, headers and footers are not printed with the category assignment list.




NOTE: If you need to return to the Category View Print Options dialog box from the Print Dialog box (after using preview, for example), press . When you have finished changing options in the Category View Print Options dialog box, press  to return to the Print dialog box.


To print a list of date assignments from Calendar View:

1. Choose Calendar View from the View menu, or press .
2. Choose a date whose assignments you want to print.
3. Choose Print from the File's menu Print submenu.




GrandView displays the Calendar View Print Options dialog box, which provides you with options specific to printing date assignments from Calendar View. For more information on the Calendar View Print Options dialog box, see *Calendar View*.

4. Select the options you want to use and press .

GrandView displays the Print dialog box.

5. Select the options you want to use for printing and press .

GrandView prints the list of headlines for the date(s) that you have selected. If you chose to include headers and footers in the Print Options dialog box, GrandView uses the date you selecte in the CalendarView Print Options dialog box as the Headline Text. If the Headers/Footers option in the Print Options dialog box is set to None, headers and footers are not printed with the category assignment list.

NOTE:  If you need to return to the Calendar View Print Options dialog box from the Print Dialog box (after using preview, for example), press  . When you have finished changing options in the Calendar View Print Options dialog box, press  to return to the Print dialog box.

FOR MORE INFORMATION ON	SEE ALSO
Automatic headers and footers	<i>Headers/Footers</i>
Auto-Wrap to Margin option	<i>Page Margins</i>
Calendar View	<i>Calendar View Categories</i>
Category assignments	<i>Category View Auto Assign Column Assign Manual Assign Quick Assign</i>
Category View	<i>Category View Categories</i>
Changing default settings	<i>Save All Defaults</i>
Custom headers and footers	<i>Headers/Footers</i>
Document View	<i>Document View</i>
Expanding and collapsing outlines	<i>Expand Collapse</i>
Fonts	<i>Font</i>

Headline levels	<i>Outlines</i>
Hoisting headlines	<i>Hoist</i>
Justification	<i>Justification</i>
Line spacing	<i>Line Spacing</i>
Margins	<i>Page Margins</i>
Memory resident operation	<i>Using GrandView As A Memory Resident Application</i>
Mouse operation	<i>Appendix C, Using a Mouse with GrandView</i>
Page breaks	<i>Page Breaks</i>
Printer drivers	<i>Printer Setup Installing GrandView Appendix D, Printer Drivers</i>
Selecting text	<i>Mark Text</i>
Styles	<i>Style</i>
Table of contents	<i>Table of Contents</i>

PRINTER SETUP

SETUP MENU

The Printer Setup command lets you specify the printer you are using and the port to which it is attached. It is a submenu with two commands:

Select Printer	Lets you specify the printer driver that your printer requires.
Select Port	Lets you specify the port to which your printer is attached.

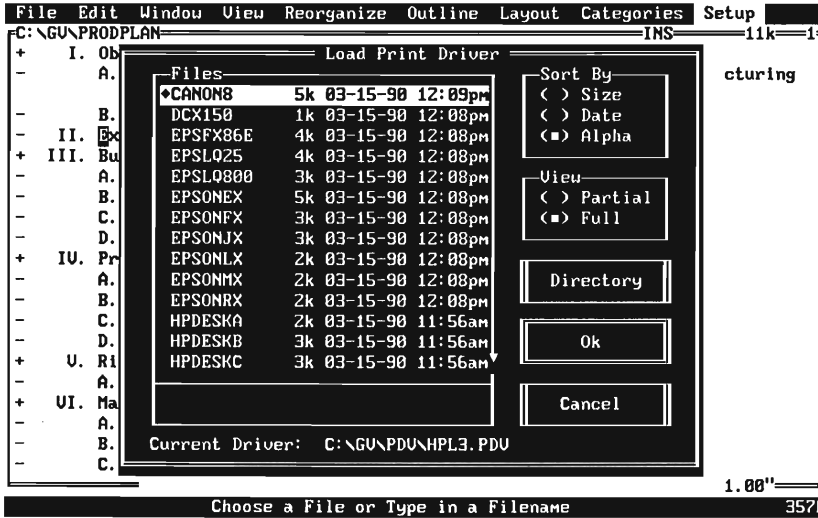
Selecting Printer Drivers

When you choose the Select Printer command, GrandView lists the printer drivers that are supported by GrandView. If the list does not include a printer driver for your printer, select the TTY.PDV printer driver. This prints your outlines in plain text only—GrandView does not print any character formats, such as boldface, italics, or different font types.

NOTE: *To select a printer driver, you must have one installed in your GrandView directory. To install printer drivers, you use the Installation program. If you have already used the Install program to install GrandView, but did not install the printer driver you need, you can use the Installation Program again and choose the Install Printer option. This option allows you to skip the installation of GrandView and install one or more printer drivers into the GrandView directory.*

If you change printers, you must select the appropriate printer driver. If you have applied fonts to your outline with one printer driver and then change printer drivers, GrandView automatically reformats your outline with the fonts in the new printer driver that are the closest in size to the original ones. To find out which font(s) GrandView used as substitutes, you can use the Turn Format Tags On/Off command. If you change printers again, GrandView automatically restores the original fonts and sizes you selected.

When you choose the Select Printer command, GrandView displays the Load Printer Driver dialog box:



The Load Printer driver dialog box

File Listing

Lists the names of the printer drivers that are currently installed. The printer drivers listed are for the printers you selected when you used the GrandView installation program. If the driver you need is not listed, you can install it by either copying the driver from one of the printer driver diskettes, or by using the install program (the install program lets you pick your printer and then prompts you for the specific disk that contains the appropriate driver).

NOTE: This dialog box displays the filenames of the printer drivers GrandView supports, not the printers GrandView supports (some printer drivers support more than one printer). If you are not sure which printer driver to use for your printer, check **Appendix D, Printer Drivers**, for a list of printers GrandView supports and the printer drivers they require.

Sort By

Lists the printer driver files by size, date, or alphabetical order. Size lists the files in order of size, starting with the largest files. Date lists the files in order that they were last created, starting with the most recent files. Alpha is the default; it lists files alphabetically, starting with A.

View	Displays additional information about each file. Partial displays the name and size of each file. Full is the default; it displays each file's name, size, and date and time last loaded.
-------------	---




OK	Loads the printer driver you selected.
-----------	--

Cancel	Cancels the command and closes the dialog box.
---------------	--



GrandView indicates the current printer driver at the bottom of the Load Print Driver dialog box.

To select a printer driver:

- Choose Select Printer from the Setup menu's Printer Setup submenu.
GrandView displays the Printer Driver dialog box which lists GrandView's printer drivers.
- Press  or  to select a printer driver and press .

You can also type the name of the printer driver you want. When you start typing, GrandView automatically moves the cursor to the blank field near the bottom of the screen. If the driver is in a different directory, you need to include the appropriate pathname.

Selecting Ports

The Select Port command is a submenu with twelve commands:

Parallel Port 1	Directs the printing to the printer connected to the first parallel port.
------------------------	---

Parallel Port 2	Directs the printing to the printer connected to the second parallel port.
------------------------	--

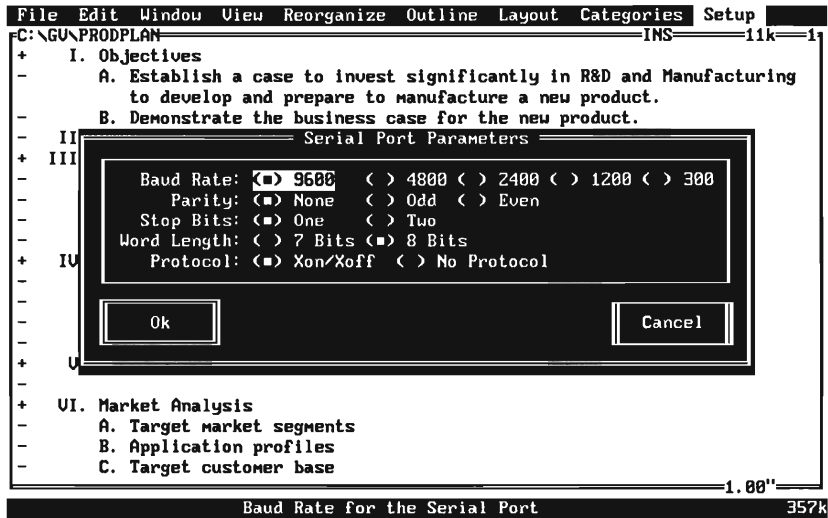
<i>Parallel Port 3</i>	Directs the printing to the printer connected to the third parallel port.
<i>Serial Port 1</i>	Directs the printing to the printer connected to the first serial port. When you choose this port, GrandView displays a dialog box in which you can set the serial port parameters (e.g., baud rate, parity, etc.)
<i>Serial Port 2</i>	Directs the printing to the printer connected to the second serial port. When you choose this port, GrandView displays a dialog box in which you can set the serial port parameters (e.g., baud rate, parity, etc.).
<i>DOS Device LPT1</i>	Directs the printing to the DOS Device LPT1.
<i>DOS Device LPT2</i>	Directs the printing to the DOS Device LPT2.
<i>DOS Device LPT3</i>	Directs the printing to the DOS Device LPT3.
<i>DOS Device PRN</i>	Directs the printing to the DOS Device PRN.
<i>DOS Device COM1</i>	Directs the printing to the DOS Device COM1.
<i>DOS Device COM2</i>	Directs the printing to the DOS Device COM2.
<i>DOS Device AUX</i>	Directs the printing to the DOS Device AUX.

The command that you will want to choose from the Select Port submenu will depend on the kind of printer you are using, where it's connected, whether or not you are printing on a network, and whether or not you are having difficulty printing. The Parallel Port and Serial Port options (the first five commands on the submenu) send printing directly to the port. Whenever possible, you should choose one of these commands so that the printing will be faster and error checking more thorough.

If you are printing on a network and are experiencing difficulty when using one of the Parallel or Serial Port commands, use the corresponding DOS Device command instead. Some networks can tell when a print job is complete only if a DOS Device is opened and then closed. Contact your network administrator to find out what kind of DOS Device is best to use.

When you choose Serial Port 1 or Serial Port 2, GrandView displays the Serial Port Parameters dialog box:

The Serial Port Parameters dialog box



Baud Rate Specifies the rate at which information is transmitted to the printer. Baud rates of 300, 1200, 2400, 4800 and 9800 are supported.

Parity Determines the kind of error checking used, if any.

Stop Bits Indicates how many stop bits to send to the printer.

Word Length Specifies the size of data sent to the serial port.


Protocol Indicates the communications protocol for the serial port.

OK Saves the parameters chosen and closes the dialog box.

Cancel Cancels the operation.

To determine the appropriate settings for each of these options, check your printer manual.

To select a port for printing:

1. Choose the Select Port command from the Setup menu's Printer Setup submenu.
2. Choose the appropriate port from the Select Port submenu:
 - If you are using a parallel printer, choose the Parallel Port 1, Parallel Port 2, or Parallel Port 3 command.
 - If you are using a serial printer, choose the Serial Port 1 or the Serial Port 2 command. When you choose either of these commands, GrandView displays the Serial Port Parameters dialog box, in which you specify the baud rate, parity, stop bits, word length, and protocol required by your printer. After you have made the appropriate selections, press  to save the settings and select the serial port.
 - If you are using a network printer, and are experiencing difficulty when using one of the Parallel or Serial Port commands, choose the appropriate DOS Device command.

FOR MORE INFORMATION ON	SEE ALSO
Changing the default font	<i>Font</i>
Installing Printer Drivers	<i>Installing GrandView</i>
Printing an outline	<i>Print</i>
Revealing format tags	<i>Turn Format Tags On/Off</i>

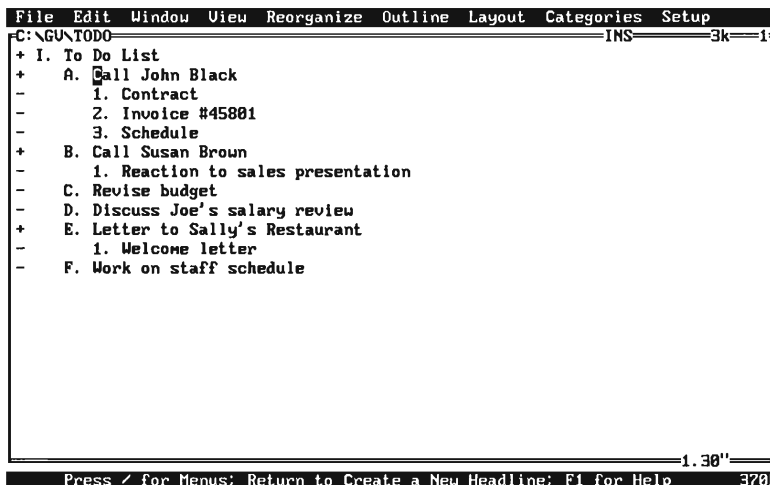
PRIORITIZE

REORGANIZE MENU

The Prioritize command lets you reorganize the headlines at a given level. This command resembles the Sort command because it reorders an entire suboutline, but with Prioritize you determine how the headlines should be ordered. For example, you might organize the headline by priority, popularity, or urgency of the task. You can use this command in several ways to reorder a suboutline:

- You can point to each headline in the order in which it should appear, and choose Next. As you select headlines, a highlighted bar labeled *Next Target* moves down the list. Headlines above the bar have already been organized, and headlines below the bar still need to be moved.
- You can move a headline to an exact place in the suboutline by specifying a certain number of positions from the top or bottom of the suboutline.
- You can select a headline and move it up or down within the suboutline.
- You can send a headline to another place in your outline.

If you are preparing a To Do list, for example, you might start by listing all the tasks that you need to complete. You might have a list like the one in figure below:

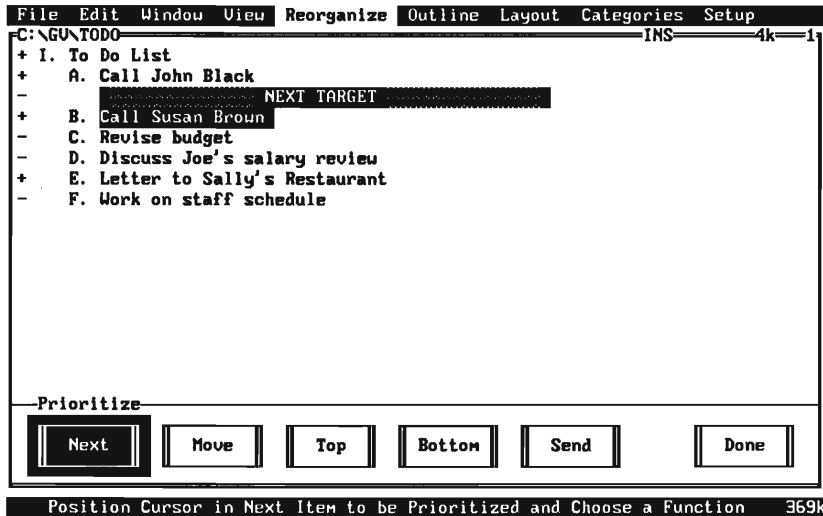


The screenshot shows a software window titled "C:\GUNTOD" with a menu bar containing "File", "Edit", "Window", "View", "Reorganize", "Outline", "Layout", "Categories", and "Setup". The main area displays a list of tasks under the heading "I. To Do List". The tasks are: "A. Call John Black" (with sub-items "1. Contract" and "2. Invoice #45801"), "B. Call Susan Brown" (with sub-item "1. Reaction to sales presentation"), "C. Revise budget", "D. Discuss Joe's salary review", "E. Letter to Sally's Restaurant" (with sub-item "1. Welcome letter"), and "F. Work on staff schedule". A status bar at the bottom indicates "Press / for Menus; Return to Create a New Headline; F1 for Help" and "370k".

```
File Edit Window View Reorganize Outline Layout Categories Setup
C:\GUNTOD
+ I. To Do List
+ A. Call John Black
- 1. Contract
- 2. Invoice #45801
- 3. Schedule
+ B. Call Susan Brown
- 1. Reaction to sales presentation
- C. Revise budget
- D. Discuss Joe's salary review
+ E. Letter to Sally's Restaurant
- 1. Welcome letter
- F. Work on staff schedule
1.30"
```


Next, you can use the Prioritize command to restructure the suboutline in order of importance. Notice that when you choose Prioritize, GrandView automatically collapses all headlines in the suboutline that you are reorganizing.

Next Moves the current headline to the next position above the Next Target bar. Using the example below, if you choose Next, the screen appears as follows:



The Prioritize command's Next option

Top Asks you how far from the top of the outline you want to move the current headline.

You identify where the headline belongs by typing the number of positions from the top of the suboutline. Using the example below, if you choose Top, and you type , the screen appears as follows:

The Prioritize
command's
Top option

The screenshot shows the Grandview software interface with the 'Prioritize' dialog box open. The dialog box has a menu bar with 'File', 'Edit', 'Window', 'View', 'Reorganize', 'Outline', 'Layout', 'Categories', and 'Setup'. The main area displays a list of items: 'I. To Do List', 'A. Call John Black', 'B. Call Susan Brown', 'C. Revise budget', 'D. Discuss Joe's salary review', 'E. Letter to Sally's Restaurant', and 'F. Work on staff schedule'. A 'NEXT TARGET' bar is positioned between 'D' and 'E'. The 'Prioritize' dialog box has a 'How Far From the Top:' field with the value '1'. There are 'Ok' and 'Cancel' buttons. The status bar at the bottom reads 'Specify Count From Top of Target Level to Move Cursor Headline 365k'.

Notice that the Next Target bar does not move. The Next Target bar moves only when you use the Next option.

Bottom

Asks you how far from the bottom of the outline you want to move the current headline.

You identify where the headline belongs by typing the number of positions from the bottom of the suboutline. Using the example below, if you choose Bottom, and you type , the screen appears as follows:

After using the
Prioritize
command's
Bottom option

The screenshot shows the Grandview software interface with the 'Prioritize' dialog box open. The dialog box has a menu bar with 'File', 'Edit', 'Window', 'View', 'Reorganize', 'Outline', 'Layout', 'Categories', and 'Setup'. The main area displays a list of items: 'I. To Do List', 'A. Call John Black', 'B. Call Susan Brown', 'C. Revise budget', 'D. Discuss Joe's salary review', 'E. Letter to Sally's Restaurant', and 'F. Work on staff schedule'. A 'NEXT TARGET' bar is positioned between 'A' and 'B'. The 'Prioritize' dialog box has a 'How Far From the Bottom:' field with the value '1'. There are 'Ok' and 'Cancel' buttons. The status bar at the bottom reads 'Specify Count From Bottom of Target Level to Move Cursor Headline 365k'.

Move	Moves the current headline up or down within the suboutline. Press ↑ or ↓ to move the headline up or down, one headline at a time.
Send	Sends the current headline to a named headline.
Done	Removes the Prioritize menu from the screen.

To use the Prioritize command:

1. Select any headline in the suboutline that you want to reorganize.
Prioritize organizes all headlines at the same level as the headline that you select.
2. Choose Prioritize from the Reorganize menu.
3. Use the arrow keys to select the headline that you want to move.
4. Move the current headline.
 - To move the current headline to the next position above the “Next Target” bar, choose Next.
 - To move the current headline to a specific position in the suboutline, choose Top or Bottom, and identify where it belongs by typing the number of positions from the top or bottom of the suboutline.
 - To move the current headline up or down within the suboutline, choose Move, and press **↑** or **↓**.
5. When you have finished prioritizing the suboutline, choose Done.

FOR MORE INFORMATION ON	SEE ALSO
Sorting a suboutline	<i>Sort</i>
Sending headlines	<i>Name Headline</i>

PROMOTE SUBHEADS

REORGANIZE MENU

The Promote Subheads command takes all subheadlines from under the selected headline and moves them to the left. As shown in the figure below, you “promote” subheadlines to the same level as their parent headline. Because the Promote command moves all subordinate headlines at once, you do not need to use the Move Left command on each one.

*Promoting
Subheads*

BEFORE...

- A. Production Deadlines
 - 1. Packaging 3/24/92
 - a. Documentation 3/7/92
 - b. Drawings 3/24/92
 - c. Prototype 3/15/92
 - 2. Sales Literature 3/1/92
 - 3. Shipping Cartons 3/24/92
 - 4. Art Work 2/15/92

AFTER

- A. Production Deadlines
 - 1. Packaging 3/24/92
 - 2. Documentation 3/7/92
 - 3. Drawings 3/24/92
 - 4. Prototype 3/15/92
 - 5. Sales Literature 3/1/92
 - 6. Shipping Cartons 3/24/92
 - 7. Art Work 2/15/92

CURSOR POSITION

To promote subheadlines:

1. Select the headline whose subheadlines you want to move to the left.
2. Choose Promote Subheads from the Reorganize menu.

FOR MORE INFORMATION ON

SEE ALSO

Demoting headlines

Demote Subheads

Moving headlines to the left

Move

QUICK ASSIGN

CATEGORIES MENU

F2

The Quick Assign command lets you make the current word or text selection a category assignment for the current headline.

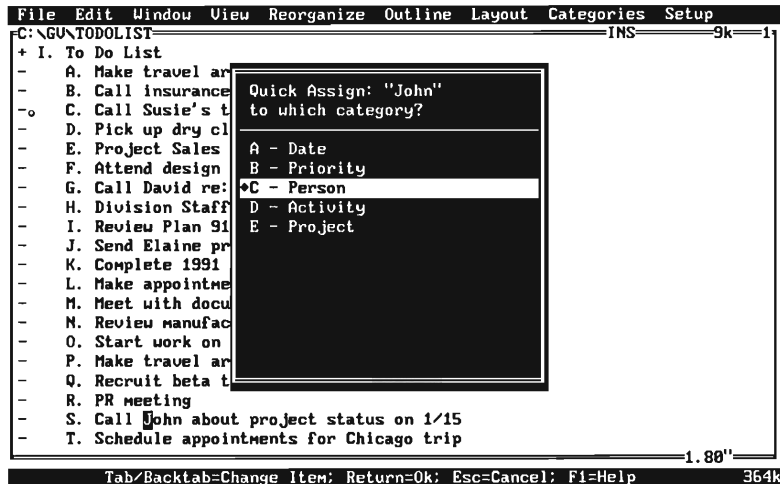
You may use Quick Assign to do the following:

- Make the selected text a category assignment for the current headline.
- Assign a headline containing a date to that date.
- Assign a headline containing a day of the week (Monday, Tuesday, etc.) to the next occurrence of that day. For example, if today is Friday, January 12, and you use Quick Assign on the word *Monday*, GrandView will assign the headline to the next Monday's date, January 15.
- Assign a headline containing an abbreviation for a day of the week (Monday, Tuesday, etc.) to the next occurrence of that day.
- Assign a headline containing the word *high*, *medium*, *low*, *urgent*, or *done* to the corresponding priority.

Making Assignments with Quick Assign

When you choose the Quick Assign command, GrandView displays the Quick Assign category list:

The Quick Assign category list



To use Quick Assign, place the cursor in a word that you want to assign to a category for the current headline. For example, suppose you have a headline with the text *Call John about project status on 1/15* that you want to assign to *John* in the Person category, to *Call* in the Activity category, and to *1/15* in the Date category. With Quick Assign, you would place the cursor in *Call*, press **F2** (the Quick Assign keyboard command), and choose Activity from the category list that GrandView displays. Next, you would move the cursor to *John*, press **F2**, and choose the Person category. For the last assignment, you would move the cursor to *1/15*, press **F2**, and choose the Date category. With Quick Assign, you can make assignments as you type, without moving to the category display area.

The Quick Assign command uses the cursor word for the assignment to the category you select. If the cursor is on a space, GrandView will select the preceding word. Punctuation marks are ignored. Consider this sentence:

Meet with Steve, Orson, Jim, and Judi to review training plans.

If the cursor is on the space before the *J* in *Jim*, and you use Quick Assign, GrandView will use *Orson* as the assignment.

Using Quick Assign with Selected Text

Quick Assign can use either the cursor word or text that you select with the Mark Text command. If you select text with the Mark Text command, and choose Quick Assign, GrandView will make an assignment from the selected text. For example, suppose you have the following headline:

Complete financial analysis for business plan.

If you want to assign the headline to *Business Plan* in the Project category, you can select the text *business plan*, press **F2** for Quick Assign, and choose Project from Quick Assign's category list.

GrandView limits assignments made from selected text to 128 characters. If the text that you have selected is longer than 128 characters, GrandView truncates the text after the 128th character.

Using Quick Assign to Make Multiple Category Assignments

You can use the Quick Assign command with selected text to make multiple category assignments. GrandView recognizes text separated by commas as individual assignments. For example, suppose you have a headline with the text *Schedule project review with Paul, John, Stephanie, David, Lori*. If you select the text *Paul, John, Stephanie, David, Lori* with the Mark Text command you can press **F2** for Quick Assign and choose the Person category to assign the headline to each person listed in the headline.

GrandView treats each word or phrase separated by commas as a separate assignment. When you have a series of items separated by commas, the last two items are often separated by the word *and* or *or*. GrandView does not recognize the two items separated by either of these (or other) words as separate assignments. The following table lists some examples of series and the resulting assignments.

SERIES SELECTED	RESULTING ASSIGNMENTS
John, Judi, Doug, Cathy, David	John Judi Doug Cathy David
John, Judi, Doug, Cathy, and David	John Judi Doug Cathy and David
John, Judi, Doug, Cathy and David	John Judi Doug Cathy and David

NOTE: *You cannot use Quick Assign to assign a series of dates embedded in the outline to the date category. This is because GrandView allows only one date assignment per headline. For more information on using Quick Assign with dates, see the following section.*

Using Quick Assign to Make Date and Priority Assignments

While you can use GrandView to make assignments to any category in an outline, you will find it particularly useful with dates and priorities.

Dates

GrandView can convert days of the week, as well as their abbreviations, into dates. For example, GrandView converts the word *Monday* into the date of the next occurring Monday. Thus, if today's date is Sunday, January 14, GrandView will assign *Monday* to *January 15*. If today's date is Tuesday, January 16, GrandView will assign *Monday* to *January 22*.

TODAYS DATE	CURSOR WORD OR SELECTED TEXT	GRANDVIEW ASSIGNS HEADLINE TO
Monday, 1/15	Today T	Monday, 1/15
	Monday Mon M	Monday, 1/20
	Tuesday Tues Tu	Tuesday, 1/16
	Wednesday Wed W	Wednesday, 1/17
	Thursday Thurs Th	Thursday, 1/18
	Friday Fri F	Friday, 1/19
	Saturday Sat Sa	Saturday, 1/20
	Sunday Sun Su	Sunday, 1/21



Capitalization and punctuation are ignored. For example, GrandView recognizes Monday, monday, Mon., Mon, mon., mon, M., M, m., and m all as Monday.

You can also use Quick Assign to make date assignments from dates embedded in the text. The date must be in a format that GrandView recognizes.

GrandView recognizes dates in the following formats:

FORMAT	EXAMPLE
mm/dd	7/8
mm/dd/yy	7/8/90
mm/dd/yyyy	7/8/1990
mm-dd	7-8
mm-dd-yy	7-8-90
mm-dd-yyyy	7-8-1990


NOTE: *You cannot use Quick Assign on live date stamps. Quick Assign can be used on static date stamps that are in one of the formats listed in the table above. Use the Date Format command to choose the format used for date stamps.*

Priorities

You can use Quick Assign to make priority assignments when the cursor word (or selected text) is a priority word that GrandView recognizes. GrandView recognizes High, Medium, Low, Urgent, and Done as valid priority assignments.



To use Quick Assign to make a category assignment from the cursor word:

1. Place the cursor in the word that you want to use as an assignment.
2. Press **[F2]**, or choose the Quick Assign command from the Categories menu.
GrandView displays the Quick Assign Category List.


3. Choose the category to which you want to assign the headline, by doing one of the following:
 - press the letter to the left of the category, OR
 - use the arrow keys to select the category, and press , OR
 - use the mouse to double-click on the category.

GrandView assigns the headline to the category you have chosen, with the cursor word as the assignment.

To use Quick Assign to make a category assignment from selected text:

1. Use the Mark Text command (or press ) to select the text that you want to use as an assignment.
2. Press  (or choose the Quick Assign command from the Categories menu).

GrandView displays the Quick Assign Category List.

3. Choose the category to which you want to assign the headline, by doing one of the following:
 - press the letter to the left of the category, OR
 - use the arrow keys to select the category, and press , OR
 - use the mouse to double-click on the category.

GrandView assigns the headline to the category you have chosen, with the text that you have selected as the assignment.

To use Quick Assign to make multiple category assignments:

1. Use the Mark Text command, or press **[F6]**, to select the text that you want to use as assignments.



The words or phrases that you want to use as assignments must be separated by commas.

2. Press **[F2]**, or choose the Quick Assign command from the Categories menu.

GrandView displays the Quick Assign Category List.

3. Choose the category to which you want to assign the headline, by doing one of the following:
 - press the letter to the left of the category, OR
 - use the arrow keys to select the category, and press **[↩]**, OR
 - use the mouse to double-click on the category.

GrandView makes category assignments for the current headline, using each word or phrase separated by commas in the selected text and the category you selected.

To use Quick Assign to make a date assignment:

1. Place the cursor in the date that you want to use as an assignment.



The date must be in a format that GrandView recognizes. See the table in the Dates subsection for appropriate formats. You can also make a date assignment from a day of the week (or its abbreviation). See the table in the Dates subsection for information on how GrandView converts days of the week into dates.

2. Press **[F2]**, or choose the Quick Assign command from the Categories menu.

GrandView displays the Quick Assign Category List.

3. Press **[A]** to choose the Date category.

GrandView assigns the headline to the date that you selected in the text.

To use Quick Assign to make a priority assignment:

- 1. Place the cursor in the priority word that you want to use as an assignment.



GrandView recognizes the words URGENT, HIGH, MEDIUM, LOW, and DONE as priority assignments. It does not recognize other words as priorities.

- 2. Press **[F2]**, or choose the Quick Assign command from the Categories menu.

GrandView displays the Quick Assign Category List.

- 3. Press **[B]** to choose the Priority category.

GrandView assigns the headline to the priority that corresponds to the cursor word.

FOR MORE INFORMATION	SEE ALSO
Category assignments	<i>Manual Assign Category View</i>
Selecting text	<i>Mark Text</i>
Date stamps	<i>Stamp</i>
Date formats	<i>Date Format</i>

QUIT

FILE MENU

Alt **Q**

Choose Quit GrandView when you want to end your work session with GrandView and return to the DOS prompt. If you have made changes to your outline since you last used the Save command, GrandView displays a dialog box that asks if you want to save the changes. Choosing Yes saves the changes in the current outline before you exit to DOS.

If you have more than one open outline with unsaved changes, GrandView displays each one in turn and asks if you want to save its changes. If you choose Yes, GrandView saves the current outline and then displays the next unsaved outline. If you choose No, GrandView does not save the current outline before displaying the next one.

When you choose Quit, GrandView saves the way that the windows are displayed and calls this arrangement Last Window Setup. The next time you use GrandView, you can choose Resume Saved Setup from the Opening menu. Then, when GrandView lists the names of window setups saved in previous work sessions, you can select Last Window Setup to display the outlines in the same way that you did in your last session. If you use the Close command to close your outlines before quitting, then GrandView does not save the current window setup.

If you have created macros in your current work session, GrandView asks if you want to save any unsaved changes to macros. If you choose Yes, GrandView saves the macros in their own file on a disk.

NOTE:

When you are using GrandView's Memory Resident option, the Quit command switches you out of GrandView and into the other application that you are using at that time (or into DOS if you are not using another application). In other words, choosing the Quit command has the same effect as pressing the hotkey: GrandView is still loaded, and your outline is still open in the background.

To quit GrandView:

- Choose Quit GrandView from the File menu, or press **Alt Q**. If there are no unsaved changes in your open outlines, then GrandView displays the DOS prompt.

If your outline has unsaved changes, decide if you want to save the changes.

- To save the changes in the outline, choose Yes, or press **Y**.
- To close the outline without saving the unsaved changes, choose No.
- To cancel the procedure and continue working in GrandView, choose Cancel, or press **Esc**.

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Resuming GrandView	<i>Opening Menu</i>
Memory resident option	<i>Using GrandView As A Memory Resident Application</i>
Saving current window arrangement	<i>Save Setup</i>
Saving outlines	<i>Save</i> <i>Save As</i> <i>Save All</i>
Using macros	<i>Macros</i>

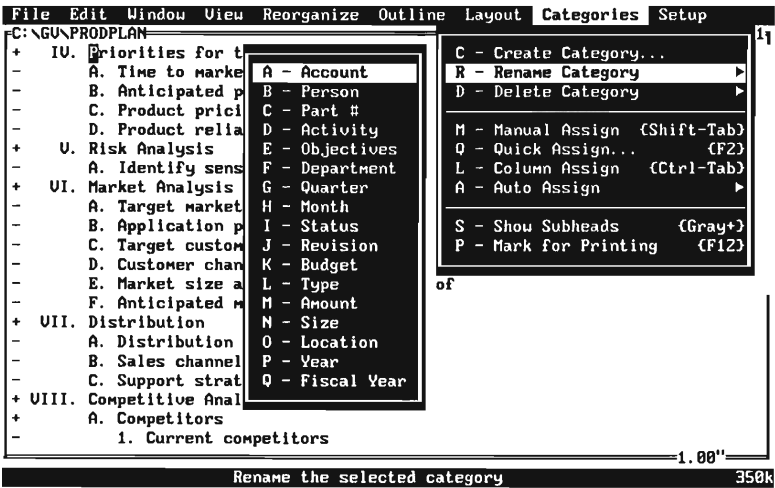
RENAME CATEGORY

CATEGORIES MENU

The Rename Category command is a submenu that lists all the categories you have created. To rename a category, you first choose the category you want from the Rename Category submenu, and then you give it a new name. (The two built-in categories, Date and Priority, are not listed on the submenu because you rename them.)

When you have chosen the category that you want to rename, GrandView displays this dialog box:

The Rename Category dialog box



Old Name Provides the name of the category that you have chosen from the submenu.

New Name Provides a field in which you can enter a new name.







When you want to change the name of an existing category, you must enter a category name that has not already been used in the current outline.

OK Renames the category with the new name that you have entered and returns you to the outline.

Cancel Cancels the procedure and returns you to the submenu.

To change the name of an existing category:

- 1. Choose Rename Category from the Categories menu. GrandView displays a submenu that lists all the categories that you have created for the outline.
- 2. Press  or  to select the category that you want to change, and press .
GrandView displays a field in which you can enter a new category name.
- 3. Type the name of the category, and press .
You can enter any text up to fifty-nine characters long. The name must be unique for the current outline.
GrandView automatically adds the new name to the Category list.

FOR MORE INFORMATION ON	SEE ALSO
Changing assignments	<i>Manual Assign</i> <i>Column Assign</i> <i>Quick Assign</i> <i>Auto Assign</i>
Creating categories	<i>Create Category</i>
Deleting categories	<i>Delete Category</i>
Listing outline information by categories and assignments	<i>Category View</i> <i>Calendar View</i> <i>Turn Columns On/Off</i>

REVERT

FILE MENU

The Revert command lets you change your mind about the changes you have made to your outline since the last time you used the Save command to save the outline. Choose Revert to display a version of your outline without these changes.

If you have used the Autosave command to turn the Autosave option ON, and the Autosave file has a GrandView file extension (.GV), GrandView retrieves the last version of the outline that GrandView autosaved or that you saved using the Save command (it displays the most recently saved version). If the Autosave file has an .ASV file extension, GrandView retrieves only the last version that you saved using the Save Outline command.

To use the Revert command:

- To display the current outline without the changes you have made since the last save, choose Revert from the File menu.

GrandView displays a dialog box that asks if you want to discard the changes you have made since you last saved.

- To display the current outline's last-saved version without saving the changes you have made since you last saved, choose Yes, or press **↵**.
- To display the File menu again, choose No.
- To cancel the command, choose Cancel, or press **Esc**.

FOR MORE INFORMATION ON	SEE ALSO
Saving outlines	<i>Save</i> <i>Save As</i> <i>Save All</i>
Saving outlines automatically	<i>Autosave</i> <i>Backup</i>

SAVE

FILE MENU

Alt **S**

The Save command saves the current outline. When you use this command to save an outline with changes made since you last saved, the old version is replaced with the new one. You should save your outline every fifteen to twenty minutes. This way, if a power failure or other malfunction occurs, you won't lose much information. After GrandView saves your outline, you can continue working.

If you are working in more than one open outline, use the Save All command to save all the changes to all the open outlines at once. If you are making changes to your outline, and you decide that you don't want to keep the changes, you can use the Revert command to display the current outline's last-saved version.

You can also protect your work by autosaving and by backing up your files. To tell GrandView to automatically save your file at regular intervals, use the Autosave command to turn the Autosave option On. If you want GrandView to store two copies of your outline each time you save it, use the Backup command to turn the Backup option On. This option saves two copies of your outline on disk: one file contains the current copy of the outline, and the backup file contains the previously saved version.

To save an open outline:

- Choose Save from the File menu, or press **Alt** **S**.

While saving your outline, GrandView displays this message:

Please Wait

When saving is complete, you can continue working.

FOR MORE INFORMATION	SEE ALSO
Backing up your files	<i>DOS reference manual</i>
Displaying your outline without the changes that you made since you last saved	<i>Revert</i>
Renaming an outline	<i>Save As</i>
Saving outlines automatically	<i>Autosave</i> <i>Backup</i>
Saving an outline on a different directory or drive	<i>Save As</i>
Saving an outline when your disk is full	<i>Save As</i>

SAVE ALL

FILE MENU

Alt L

The Save All command saves all open outlines that contain unsaved changes. GrandView lets you open as many as nine outlines at once. After GrandView has saved your outlines, it returns you to the place in your current outline where you last worked.

To save all open outlines:

- Choose Save All from the File menu.

When GrandView has saved all unsaved changes in all the open outlines, the following message appears in the status line:

All Changed Outlines Saved

FOR MORE INFORMATION	SEE ALSO
Saving outlines automatically	<i>Autosave Backup</i>
Saving an outline on a different directory or drive	<i>Save As</i>
Saving an outline when your disk is full	<i>Save As</i>

SAVE ALL DEFAULTS

SETUP MENU

Many of GrandView's dialog boxes contain **Save** buttons. A **Save** button applies the settings in the dialog box to the current outline and saves the options as the standard, or default, settings used in new outlines. The **Save All Defaults** command allows you to save all these options at one time, instead of saving each set individually.

You can use the **Save All Defaults** command in the following dialog boxes:

- **Print**
- **Print Options**
- **Page Margins**
- **Auto Headers and Footers**
- **Custom Headers and Footers**
- **Tab Distance**
- **Default Line Spacing**
- **Line Spacing by Level**
- **Default Font**
- **Font by Level**
- **Style by Level**
- **Table of Contents**
- **Date Format**
- **Time Format**
- **Customize Colors**
- **Preferences**

To save the current settings as the default settings for new outlines:

- Choose the Save All Defaults command from the Setup menu.


FOR MORE INFORMATION ON	SEE ALSO
Using dialog boxes	<i>Dialog Boxes</i>

The Save As command lets you save the current outline with a different name. You can also save the outline in a different directory or drive by entering a complete path. You can use this command to make a backup copy of your outline.

To use the Save As command:


1. Choose Save As from the File menu.

GrandView displays the Save As dialog box that lists the names of the existing files in the current directory.

2. Type a name for the outline that you want to save, and press .

Follow DOS filename conventions when naming your outline. The filename can have up to eight characters, including letters, numbers, and symbols.

For example, to rename an outline called MKTGJAN to MKTGFEB, you can type

MKTGFEB 

Or, if you want to save the outline under the same name but in a different directory, type the complete pathname, starting with the drive letter. For example, to place a copy of an outline called MKTGPLAN into the BACKUP directory on your hard disk, you can type

C:\BACKUP\MKTGPLAN 

If you enter the name of an existing outline, GrandView displays a dialog box that asks you if you want to replace the existing outline.

- To replace the existing outline with the one you are saving, choose Yes.
- If you do not want to replace the existing outline with the one you are saving, choose No or Cancel.

GrandView displays the outline. The name of the outline, including its complete path, is displayed in the upper-left corner of the screen. GrandView automatically adds the extension .GV to your file.

FOR MORE INFORMATION	SEE ALSO
Backing up your files	<i>DOS reference manual</i>
Saving all open outlines	<i>Save All</i>
Saving outlines automatically	<i>Autosave</i> <i>Backup</i>

SAVE SETUP

WINDOW MENU

The Save Setup command saves the current window arrangement. To help you remember which outlines you were using, you can assign a name to the window setup by either choosing an existing name or entering a new name. GrandView saves the full pathname, window number, and position and size of each open window under the name you have specified.

When you have finished a GrandView work session, and you use the Quit command on the File menu to exit the program, GrandView automatically saves the current window arrangement and calls it Last Window Setup. This replaces the window arrangement that was saved in the previous work session. However, if you want to save related outlines together and display them in future work sessions, you should assign a name to the window setup. For example, if you have several outlines on personnel issues, you can name the window setup *Personnel*.

When you choose Save Setup, GrandView displays this dialog box:



The Save Setup dialog box

Window Setups Lists the names of previously saved window setups. GrandView always lists at least one name: Last Window Setup. This displays the outlines as they were arranged before you quit the last GrandView session. Therefore, if you want to save a window setup that you want to use in the future, you should assign it a different name. GrandView displays near the bottom of the screen a single space cursor in a blank field.

OK Displays the outlines the way they were saved in the window setup that you have selected.

Delete Deletes the window setup that you have selected.

Cancel Cancels the command and closes the dialog box.

The next time you use GrandView you can choose from three ways to open and display existing outlines in a window setup:

- Choose Resume Saved Setup from the Opening menu, and select the name of the window setup that you want.
- Enter the name of the saved setup in quotation marks when starting GrandView from the DOS prompt.
- Use the command parameter /L to select Last Window Setup when starting GrandView from the DOS prompt. This automatically displays the outlines as they were arranged before you quit the last GrandView session.

The procedures for opening outlines saved as window setups are the same as the procedures for saving and deleting window setups.

To save the current window setup:

1. Arrange your open windows. You can use any combination of these commands: Move/Size Window, Tile, Horizontal, Vertical, Overlay, Choose Window, and Preset Sizes.

2. Choose Save Window Setup from the Window menu.

GrandView displays the Save Setup dialog box that lists the names of previously saved window setups. The window setup called Last Window Setup displays the outlines as they were arranged before you quit the last GrandView session.

3. Type a name for the current window setup.

The name can have up to thirty characters and numbers.

- To add the name for the current window setup to the list, choose OK, or press **[Enter]**.
- To cancel the procedure, choose Cancel, or press **[Esc]**.

To delete a window setup:

1. Choose Save Setup from the Window menu.

GrandView displays the Save Window Setup dialog box listing the names of previously saved window setups. GrandView displays near the bottom of the screen a single space cursor in a blank field.

2. To select the window setup that you want to delete, press **[↑]**.

GrandView moves the cursor to the first window setup name in the dialog box.

3. Press **[↓]** or **[↑]** to move the cursor to the name that you want to delete.
4. Press **[→]** to select the Delete button. Press **[Spacebar]** to choose Delete.

GrandView displays a dialog box asking you if you want to delete the setup.

- To confirm the window setup deletion, choose Yes.
- If you change your mind, choose No or Cancel.
- To cancel the procedure, choose Cancel, or press **Esc**.

To open outlines in a saved window setup from the Opening menu:

1. To display the Opening menu, at the DOS prompt, type

C> GV **↵**

2. Choose Resume Saved Setup from the Opening menu.

GrandView displays the Load Window Setup dialog box that lists the names of previously saved window setups. The window setup called Last Window Setup displays the outlines as they were arranged before you quit the last GrandView session. The cursor appears on the first window setup name in the dialog box.

3. Press **↓** or **↑** to move the cursor to the name that you want.
4. To open the selected window setup, choose OK, or press **↵**.
To cancel the procedure, choose Cancel, or press **Esc**.

To open outlines in a saved window setup from the DOS prompt:


- At the DOS prompt, type GrandView, followed by a space and the name of the window setup that you want to display in quotation marks, and press **↵**.

For example, if you have several outlines on personnel issues, and you have saved the window setup as Personnel, you can quickly display these outlines by typing

C> GV "PERSONNEL" **↵**

To open outlines saved as Last Window Setup from the DOS prompt:

- At the DOS prompt, type

C> GV /L 

This automatically displays the outlines as they were arranged before you quit the last GrandView session.

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Tile</i> <i>Tile Horizontal</i> <i>Tile Vertical</i> <i>Overlay</i> <i>Untile</i>
Opening outlines	<i>New</i> <i>Open</i>
Using the Opening menu	<i>Opening Menu</i>
Using windows	<i>Windows</i>

SEND/JUMP HEADLINE

OUTLINE MENU

After you have assigned headline names, you can use them with the three commands on the Outline menu's Send/Jump Headline submenu:

Send to Name Removes a suboutline from its current position and inserts it under a named headline. The keyboard command for the Send to Name command is **F11**.

Jump to Name Moves the cursor directly to a named headline. The keyboard command for the Jump to Name command is **⬆ F11**.

Send Mode Jumps to a named headline, then sends copies, clones, or the headline itself to another named headline. The keyboard command for the Send Mode command is **Ctrl F11**.

These commands may be used with any headline to which you have assigned a name using either the Auto Name or the Name Headline command.

Send to Name

The Send to Name command is a quick way of removing a headline (and its subheadlines) to a new position under a named headline that you specify. The headline you are sending to must have a name that was assigned using either the Auto Name or the Name Headline command.

For example, you might have a To Do List like the following:

```
File Edit Window View Reorganize Outline Layout Categories Setup
C:\GUNTODO-----INS-----4k=1
+ I. Thursday, May 17, 1990
-   A. Appointments
+   B. Calls to Make
-       1. Ben Holmes 555-8498
-       2. Rick Smith 555-4597
-       3. Jeff Eckert 555-1456
-   C. Completed Tasks

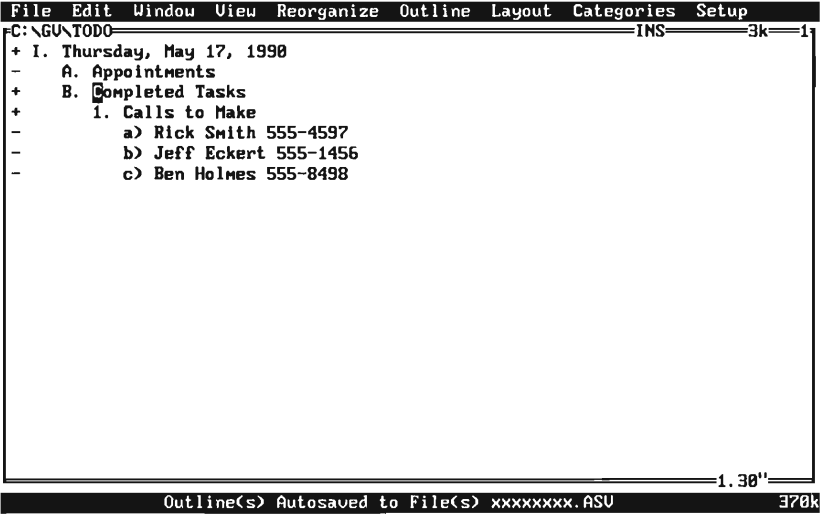
1.00"
Press / for Menus; Return to Create a New Headline: F1 for Help 369K
```

After you have spoken with Ben Holmes, you can position the cursor on this headline and send the task to the headline named *Done File*.

```
File Edit Window View Reorganize Outline Layout Categories Setup
C:\GUNTODO-----INS-----3k=1
+ I. Thursday, May 17, 1990
-   A. Appointments
+   B. Calls to Make
-       1. Rick Smith 555-4597
-       2. Jeff Eckert 555-1456
+   C. Completed Tasks
-       1. Ben Holmes 555-8498

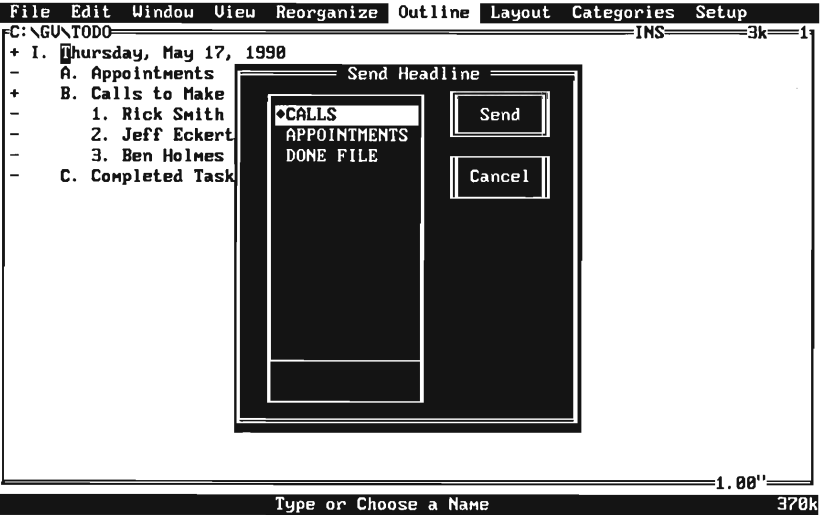
1.00"
Press / for Menus; Return to Create a New Headline: F1 for Help 370K
```

Or, you can complete all three telephone calls, position the cursor on the headline named *Calls to Make*, and send all three subheadlines to the *Done File*.



If you have completed two of the telephone calls, you can select them using the Mark Text command and send both headlines to the *Done File*.

When you choose Send to Name, GrandView displays this dialog box:



List of Headline Names	Lists all of the headline names that you have created using the Name Headline or Auto Name commands. Use the arrow keys to highlight the name of the headline under which you want to send information.
Send	Sends the selected headline and any subheadlines to the named headline.
Cancel	Cancels the command and closes the dialog box.

To use the Send to Name command:

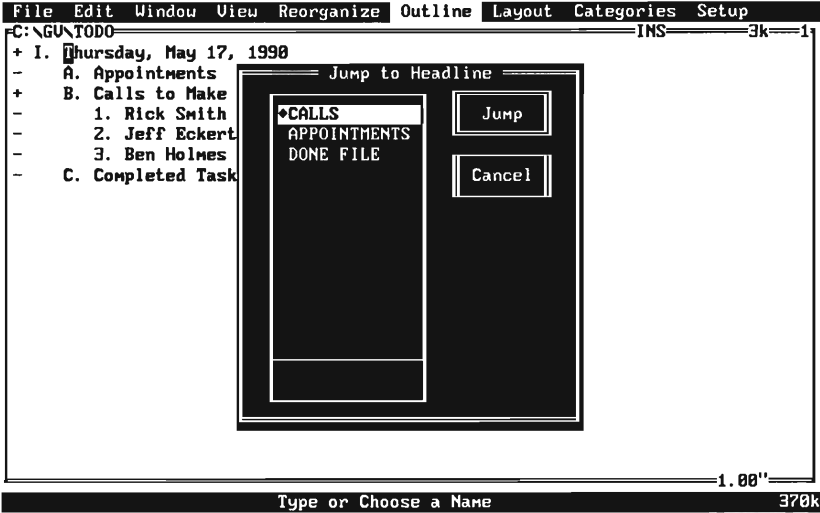
1. Select the headline that you want to move.
2. Choose Send to Name from the Outline menu's Send/Jump Headline submenu, or press **F11**.
3. Use the arrow keys to select the name of the headline to which you want to move information.
4. Choose Send to send information to the new headline.

Jump to Name

The Jump to Name command sends the cursor directly to a named headline. If you have assigned a name to every major headline, you can use the Jump to Name command to move quickly through a long document. The Jump to Name command works particularly well when combined with other commands in macros.

When you choose Jump to Name, GrandView displays this dialog box:

The Jump to Name dialog box




List of Headline Names Highlights the name of the headline to which you want to jump.

Jump Moves the cursor to the named headline.

Cancel Cancels the command and closes the dialog box.

To jump to a named headline:

1. Choose Jump to Name from the Special menu, or press  **F11**.
2. Use the arrow keys to select the name of the headline to which you want to jump.
3. Choose Jump to move the cursor to the named headline.

Send Mode

The Send Mode command has several options that combine functions that appear elsewhere in GrandView. Send Mode lets you jump to a headline, and then send a copy, a clone, or the headline itself to another named headline. Because the Send Mode options stay on the screen until you quit the command, it is easy to work through a long list of headlines that need to be moved, copied, or cloned. You can also use Send Mode with the Mark Text command to move, copy, or clone a block of headlines.

When you choose Send Mode, GrandView displays this dialog box:



The Send Mode dialog box

Move

Sends the current headline by removing it from its original position and inserting it under a named headline. The Move command is similar to the Send to Name command.

Duplicate

Copies the current headline and inserts the copy under a named headline. The Duplicate command is similar to the Copy and Paste commands, except that Send Mode does not affect the Clipboard.

Clone

Clones the current headline and inserts the clone under a named headline.

Jump Moves the cursor directly to a named headline. The Jump command is similar to the Jump to Name command.

Repeat Repeats the last action you used while in Send Mode.

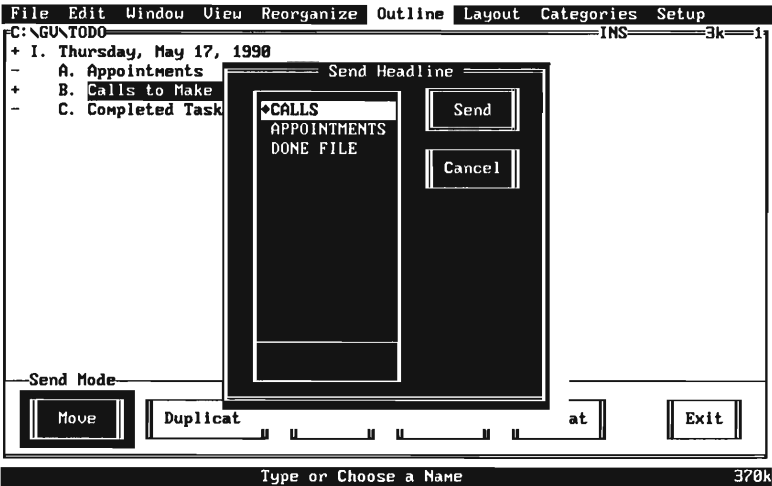
Exit Closes the Send Mode dialog box and returns you to the outline.

To use the Send Mode command:

1. Choose Send Mode from the Send/Jump Headline submenu, or press **Ctrl F11**.
2. Use the arrow keys or the Jump option to select the headline that you want to move, copy, or clone.
3. Choose the option for the command that you want to use.

GrandView displays this dialog box:

The Headline Names dialog box



4. Use the arrow keys to select the name of the headline to which you want to send, copy, clone, or jump, and press **Enter**.

- 5. To repeat the last action on another headline, select a new headline, then choose Repeat.
- 6. When you have finished using this command, press **Esc**, or choose Exit from the Send Mode option box.

FOR MORE INFORMATION ON	SEE ALSO
<i>Cloning a headline</i>	<i>Cloning Headlines</i> <i>Gather</i>
Copying a headline	<i>Copy</i>
	<i>Paste</i>
Naming a headline	<i>Name Headline</i>
Selecting a block of headlines	<i>Mark Text</i>

SHOW SUBHEADS

CATEGORIES MENU

In Category View and Calendar View, GrandView lists the headlines with the category assignment or date that you have selected. GrandView displays the headlines at the same level; it does not show a hierarchy. With the Show Subheads command you can view the suboutline of any headline displayed in Category or Calendar View.

When you choose the Show Subheads command, GrandView displays the Category View Subheads window. In the Category Subheads window you can do the following:

- Scroll text using **↑**, **↓**, **←**, **→**, **PgDn**, **PgUp**, **Home** and **End**.
- Expand and collapse headlines and documents within the suboutline displayed.
- Add, delete and edit text.
- Move text using the Cut, Copy and Paste commands.

You cannot:

- Move headlines or any part of the suboutline displayed.
- Add or delete headlines or any part of the suboutline displayed.

To use the Show Subheads command in Category View:

1. Press **F3** to display your outline in Category View.
2. Select a category and an assignment.

- 3. Place the cursor on a headline with subheads.



The presence of subheads is indicated by a "+" structure symbol to the left of the headline. If there are no structure symbols displayed, choose the Label command from the Outline menu, and select the Customize Current Style from the submenu. Select the Show Structure Symbols option.

- 4. Choose Show Subheads from the Category menu, or press **Gray +**.
- 5. To close the Category View Subheads window, press **Esc**.

To use the Show Subheads command in Calendar View:

- 1. Press **F4** to display your outline in Calendar View.
- 2. Select a date from the calendar.
- 3. Place the cursor on a headline with subheads.



The presence of subheads is indicated by a "+" structure symbol to the left of the headline. If there are no structure symbols displayed, choose the Label command from the Outline menu, and select the Customize Current Style from the submenu. Select the Show Structure Symbols option.

- 4. Choose Show Subheads from the Category menu, or press **Gray +**.
- 5. To close the Category View Subheads window, press **Esc**.

FOR MORE INFORMATION ON	SEE ALSO
Category View	Category View
Calendar View	Calendar View




SIZE CATEGORY DISPLAY

VIEW MENU

The Size Category Display command allows you to enlarge or reduce the height of the Category Display window. If you change the size of the Category Display window with the Size Category Display command, GrandView will save the new size with the outline.

NOTE: *The Size Category Display command is available only in the outlines in which you have turned the Category Display on.*

To change the size of the Category Display:

1. Choose Size Category Display from the View menu.
GrandView highlights the top line of the Category Display.
2. Use  or  to adjust the height of the Category Display window, and press .

NOTE: *You can also use the mouse to change the size of the Category Display. Position the cursor on the top border of the Category Display, hold down the mouse button, drag the border to a new location, and release the mouse button.*

FOR MORE INFORMATION ON

Turning the Category Display on

SEE ALSO

Turn Category Display On/Off

REORGANIZE MENU

The Sort command is a submenu with two commands:

<i>Level</i>	Sorts headlines at the same level as the current headline.
<i>Subheads</i>	Sorts the subheads of the current headline.

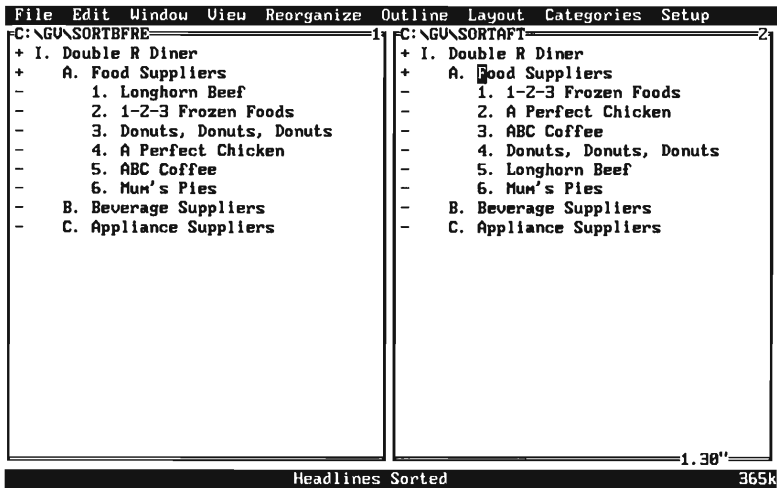
The Sort commands sort outline information both by the text of the headline, either alphabetically or numerically, and by any Categories to which the headline is assigned. The Sort commands sort headlines on primary and secondary keys. The primary key is the overriding sort criterion for the headlines. In the event of a “tie”, in which a sort using the primary key is the same for two or more headlines at an equal level, the tied headlines are sorted by the secondary key.

For example, in an outline in which the primary key chosen for sorting is the Date category, and the secondary key for sorting is the outline text, GrandView would first sort the headlines according to the due date assigned to them with one of the category assignment commands (Manual Assign, Quick Assign, Column Assign or Auto Assign). Then, if there were more than one headline with the same due date assignment, the matched headlines would be sorted alphabetically.

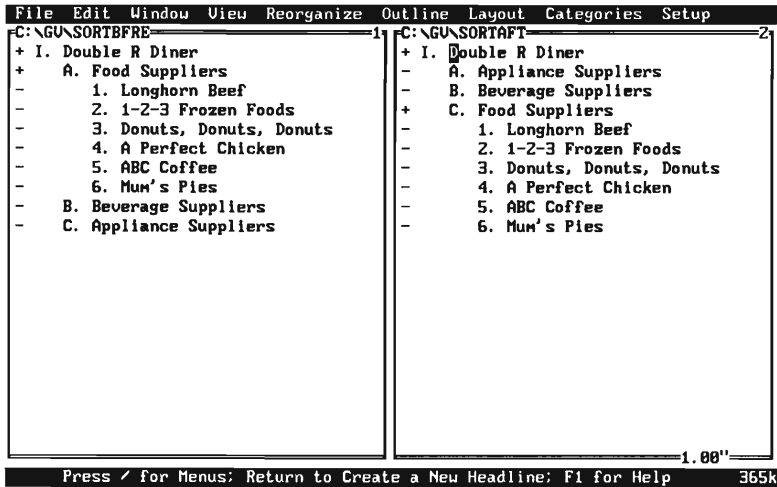
Sorting by Outline Text

Sorting by outline text places headlines in alphabetical or numerical order. GrandView can sort the headlines in increasing order (from A to Z and from 001 to 100) or in decreasing order (from Z to A and 100 to 001).

In the following illustration, the outline on the right was sorted alphabetically using the Subheads command when the current headline was *Food suppliers*. You'll notice that only the suboutline of *Food suppliers* was sorted.



In the next illustration, the outline on the right was sorted alphabetically by using the Level command instead of the Subheads command. As in the previous illustration, the current headline was *Food Suppliers*. You'll notice that the Level 1 headlines were sorted, but the subheads were not.



Sorting by Categories

When you sort on categories, GrandView sorts headlines according to assignments made for a selected category with one of the category assignment commands (Manual Assign, Quick Assign, Column Assign or Auto Assign). All headlines with the same assignments in that category will be sorted so that they are together in the outline. You can choose a category as both a primary and a secondary key for the sort function. In this case, GrandView will sort all headlines with the same assignments in the primary key category together, and then re-sort those headlines that have matching assignments, according to the secondary key category.

For example, if you have headlines assigned to the Date category with a series of due dates, GrandView would sort those headlines according to date. An *increasing* sort will begin with the earliest date and end with the latest. A *decreasing* sort will begin with the latest date and end with the earliest. Any headlines not assigned to the Date category will be sorted at the end of the outline, according to the secondary key criterion.

File Edit Window View Reorganize Outline Layout Categories Setup				
C:\GUV\TODOLIST			INS	8k=3
Outline		Date	Priority	
+ I. Do List				
-	A. Call insurance agent re: earthquake insurance	7-18-90	Done	
-	B. Make travel arrangements for Vacation	7-24-90	Done	
-	C. Pick up dry cleaning	8-2-90	Low	
-	D. Call Susie's teacher re: conference	8-2-90	High	
-	E. Project Sales for 91	8-2-90	High	
-	F. Division Staff Meeting	8-3-90	Low	
-	G. Send Elaine project plan	8-3-90	Medium	
-	H. Call David re: sales conference	8-3-90	Medium	
-	I. Review Plan 91	8-3-90	High	
-	J. Attend design review	8-3-90	High	
-	K. Make appointment for car service	8-6-90	Low	
-	L. Complete 1991 Budget	8-6-90	High	
-	M. Review manufacturing schedule	8-8-90	Medium	
-	N. Meet with documentation team	8-8-90	High	
-	O. Start work on Marketing Meeting	8-9-90	Low	
-	P. Make travel arrangements for anniversary	8-15-90	Medium	
-	Q. Recruit beta testers	8-18-90	Medium	
-	R. Call John	8-22-90		
			1.00"	
Press / for Menus; Return to Create a New Headline; F1 for Help				
360k				

**Headlines
sorted on the
Date category**

If you have headlines assigned to the Priority category, an increasing sort will begin with the lowest priority items and end with the highest. A decreasing sort will begin with the highest priority items and end with the lowest. Any headlines not assigned to the Priority category will be sorted at the end of the outline, according to the secondary key criterion.

Headlines
sorted on the
Priority
category

File Edit Window View Reorganize Outline Layout Categories Setup			
C:\GV\TODOLIST			
Outline		Priority	Date
+ I. Do List			
- A. Call Susie's teacher re: conference	High	8-2-90	
- B. Project Sales for 91	High	8-2-90	
- C. Review Plan 91	High	8-3-90	
- D. Attend design review	High	8-3-90	
- E. Complete 1991 Budget	High	8-6-90	
- F. Meet with documentation team	High	8-8-90	
- G. PR meeting	High	8-22-90	
- H. Send Elaine project plan	Medium	8-3-90	
- I. Call David re: sales conference	Medium	8-3-90	
- J. Review manufacturing schedule	Medium	8-8-90	
- K. Make travel arrangements for anniversary	Medium	8-15-90	
- L. Recruit beta testers	Medium	8-18-90	
- M. Schedule appointments for Chicago trip	Medium	9-4-90	
- N. Pick up dry cleaning	Low	8-2-90	
- O. Division Staff Meeting	Low	8-3-90	
- P. Make appointment for car service	Low	8-6-90	
- Q. Start work on Marketing Meeting	Low	8-9-90	
- R. Conference call with Rich and Linda re: sales	Low	12-5-90	
			1.00"
Headlines Sorted			363k

If you have headlines assigned to any other type of category, such as Person Responsible, GrandView will sort together all the headlines with the same assignments in that category. For example, in this case, all the headlines assigned to one person will be grouped together. If your secondary key is Outline Text, then the headlines for that person will be sorted alphabetically. If your secondary key is the Date category, GrandView will sort all the headlines for that person according to date.

Headlines
sorted on the
Person and
date categories

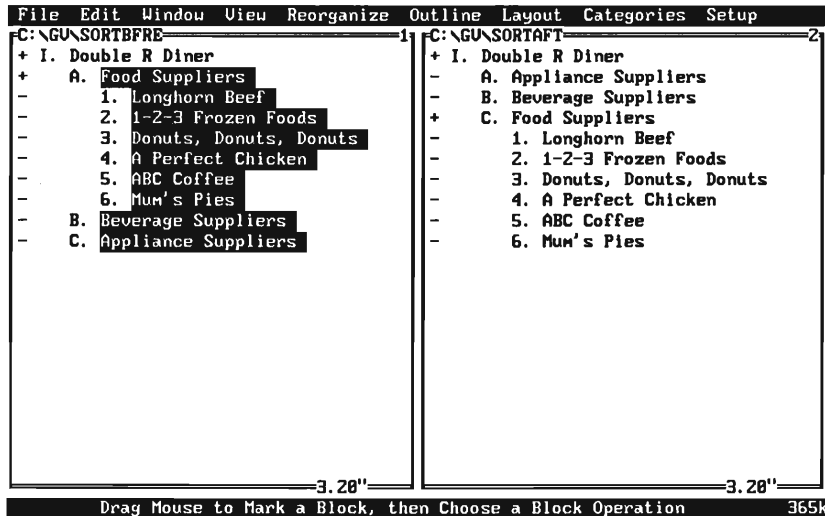
File Edit Window View Reorganize Outline Layout Categories Setup			
C:\GV\TODOLIST			
Outline		Person	Date
+ I. Do List			
- A. Make travel arrangements for Vacation	Cathy	7-24-90	
- B. Make travel arrangements for anniversary	Cathy	8-15-90	
- C. Schedule appointments for Chicago trip	Cathy	9-4-90	
- D. Send Elaine project plan	Cathy, Elaine	8-3-90	
- E. Call David re: sales conference	David	8-3-90	
- F. Review manufacturing schedule	David	8-8-90	
- G. Recruit beta testers	John	8-18-90	
- H. Call John	John	8-22-90	
- I. Call insurance agent re: earthquake insurance	Sarah	7-18-90	
- J. Call Susie's teacher re: conference	Sarah	8-2-90	
- K. Pick up dry cleaning	Sarah	8-2-90	
- L. Project Sales for 91	Sarah	8-2-90	
- M. Division Staff Meeting	Sarah	8-3-90	
- N. Complete 1991 Budget	Sarah	8-6-90	
- O. Make appointment for car service	Sarah	8-6-90	
- P. Start work on Marketing Meeting	Sarah	8-9-90	
- Q. Conference call with Rich and Linda re:	Sarah	12-5-90	
			1.00"
Press / for Menus; Return to Create a New Headline; F1 for Help			363k



The best way to see the effect of a sort involving category assignment is to create and use a column layout with the categories you are using for the sort.

Sorting Blocks of Headlines

You can use the Level command with the Edit menu's Mark Text command to sort a specific block of headlines. The following illustration shows two outlines. The outline on the left shows a selected block of headlines. The outline on the right shows how that block of headlines is sorted when you choose the Level command. You'll notice that GrandView sorts only the headlines on the same level as the first headline in the block. It does *not* sort subheadlines.



A block of headlines, before and after sorting

Rules Used by the Sort Commands

The Sort commands use these rules:

- When headlines contain a mix of numbers and letters, numbers are sorted lower than letters. (In an increasing sort, numbers are sorted before letters. In a decreasing sort, letters are sorted before numbers.)
- When the primary and secondary keys for sorting are the same, the secondary key is ignored.
- When you are sorting by categories, any headlines not assigned to the Sort category are sorted at the end of the outline.
- A blank headline is always sorted lower than numbers or letters.
- When letters are sorted alphabetically, GrandView ignores their case. For example, in an increasing sort, G appears before h.

- In order for numbers to be sorted correctly, two conditions must be met: Each number must be the first item in the text of the headline, and all numbers must have an equal number of digits. Numbers with fewer digits must have leading zeros. For example, if the largest number you are sorting has three digits, then numbers below 10 must have two leading zeros (for example, 004), and numbers between 10 and 99 must have one leading zero (for example, 039). If you do not use the same number of digits in all numbers, GrandView will not sort them correctly. The following table illustrates the sort order of a list of numbers both with and without leading zeros:

<i>INCORRECT SORT</i>	<i>CORRECT SORT</i>
13	02
2	03
25	04
3	13
31	25
4	31

- When you sort times that have been inserted into the beginning of the headline text using the Time Stamp command, you must use a 24-hour clock with leading zeros. The following table illustrates the sort order of a list of times in 12-hour and 24-hour format:

<i>INCORRECT SORT</i>	<i>CORRECT SORT</i>
1:45 pm	04:15
10:45 am	10:45
4:15 am	13:45
9:30 pm	21:30

When you choose the Sort command, GrandView displays a submenu with two commands, Level and Subheads. The Level command sorts all headlines at the current level (the same level as that of the cursor-selected headline). The Subheads command sorts the subheads of the current headline. After you have chosen either Level or Subheads, GrandView displays this dialog box:



The Sort dialog box

Primary Key Represents the primary sorting criterion for the outline. Three criteria are always listed by default in this box: Outline Text, Date, and Priority. This box will also list any additional categories that you have added to the current outline.

Secondary Key Represents the secondary sorting criterion for the outline. If there is a “tie” in the sorting of a group of headlines by the primary key, the tied headlines are then sorted by the secondary key. Three criteria are always listed by default in this box: Outline Text, Date, and Priority. This box will also list any additional categories that you have added to the current outline.

Outline Text Sorts the text of the headlines either in increasing or decreasing order, according to the text of the headline.

Date Sorts the headlines according to the dates assigned to them. Headlines that have no dates assigned to them will be sorted at the end of the outline.

Priority Sorts the headlines according to the priority assigned to them. Headlines that have no priorities assigned to them will be sorted at the end of the outline.

Other Categories Sorts the headlines according to the assignments made for them in the selected category. All headlines with the same assignments in the selected category are sorted together in the outline. If a different category was also chosen for the primary key, headlines will first be sorted together according to the assignments for that primary category, and then tied headlines will be sorted together according to the assignments for the secondary category.



Increasing Sorts the headlines in increasing order. This option sorts headlines from A to Z and from 001 to 100 when sorting by Outline Text. When sorting by Priority, it sorts headlines from the lowest priority to the highest priority. When sorting by Dates, it sorts headlines from the earliest date to the latest date.

Decreasing Sorts the headlines in decreasing order . This option sorts headlines from Z to A and from 100 to 001 when sorting by Outline Text. When sorting by Priority, it sorts headlines from the highest priority to the lowest priority. When sorting by Dates, it sorts headlines from the latest date to the earliest date.

Sort Sorts the outline according to the options you have chosen.

Cancel Cancels the command and closes the dialog box.

To sort according to outline text:

1. Select the headline with the subheadlines that you want to sort, OR
Select a headline at the same level as the headlines that you want to sort.
2. Choose Sort from the Reorganize menu, and select the appropriate command from the submenu:
 - Select Level to sort all headlines at the same level as the current headline.
 - Select Subheads to sort the subheads of the current headline.
3. Choose Outline Text as the primary key.
4. Choose Outline Text as the secondary key.
5. Choose Increasing or Decreasing for both primary and secondary keys.
6. To start the sort, choose Sort, or press the  key. To cancel the sort, choose Cancel, or press .

To sort the subheadlines of the current headline according to categories:

1. Select the headline with the subheadlines that you want to sort, OR
Select a headline at the same level as the headlines that you want to sort.



The headlines that you want to sort must already have been assigned to categories with one of the category assignment commands (Manual Assign, Quick Assign, Column Assign, or Auto Assign). Headlines without category assignments will be sorted at the end of the outline.

2. Choose Sort from the Reorganize menu, and select the appropriate command from the submenu:
 - Select Level to sort all headlines at the same level as the current headline.
 - Select Subheads to sort the subheads of the current headline.
3. Choose a category to use as the primary key. You can choose one of the built-in categories, Date or Priority, or you can choose one of the categories that you have added to the outline yourself.
4. Choose Outline Text as the secondary key if you want headlines that have matching assignments to be sorted alphabetically. Choose a different category as the secondary key if you want headlines that have matching assignments to be re-sorted according to a secondary category's assignments. You can choose one of the built-in categories, Date or Priority, or you can choose one of the categories that you have added to the outline yourself.

Choose the same primary and secondary keys if you do not want a secondary sorting criterion to take effect.
5. Choose Increasing or Decreasing for both primary and secondary keys.

To use Sort with the Mark Text command:

- 1. Select the first headline that you want to sort.
- 2. Choose Mark Text from the Edit menu.
- 3. Use the arrow keys, **⌘Up**, and **⌘Dn** to select the headlines that you want to sort.
- 4. Choose Sort from the Reorganize menu, and choose Level from the submenu.
- 5. Choose the primary and secondary keys for sorting.
- 6. Choose Increasing or Decreasing.
- 7. To start the sort, choose Sort, or press the **↵** key. To cancel the sort, choose Cancel, or press **⌘Esc**.

FOR MORE INFORMATION ON	SEE ALSO
Assigning headlines to categories	<i>Auto Assign</i> <i>Column Assign</i> <i>Manual Assign</i> <i>Quick Assign</i>
Categories	<i>Categories</i>
Creating column layouts	<i>Column Options</i>
Displaying column layouts	<i>Turn Columns On/Off</i>
Setting the time format	<i>Time Format</i>
Stamping the time into a headline	<i>Time Stamp</i>

SPECIAL CHARACTERS

EDIT MENU

The Special Characters command is a submenu with four commands that let you insert nonstandard characters into your outline:

Non-Breaking Space

Lets you insert a special kind of space that will not word wrap between two words. For example, if you want to keep a person's name and title together, such as *Dr. Smith*, you can insert a non-breaking space between the title (*Dr.*) and the name (*Smith*). The keyboard command for Non-breaking Space is **Ctrl** **Spacebar**.

Soft Hyphen

Lets you insert a hyphen at the place in the word where you want the word to break if it occurs at the end of a line. A soft hyphen appears only when the word occurs at the end of the line, and the word breaks where you have indicated. The keyboard command for Soft Hyphen is **Ctrl** **-**.

Break Hyphen

Inserts a special type of hyphen that forces the word to break at the hyphen when the word occurs at the end of a line (a word hyphenated with a regular hyphen does not break at the end of a line; it wraps to the next line). A break hyphen will always appear, regardless of where the word is located. The keyboard command for Break Hyphen is **Ctrl** **⇧** **-**.

ASCII Characters

Lets you insert symbols and line drawing characters that do not appear on the keyboard. You can use this command to insert any of the 255 characters in the extended ASCII character set. For example, you might use ASCII characters in mathematical equations or in scientific notations.

Special Spaces and Hyphens

The following table provides examples of words containing non-breaking spaces, soft hyphens and break hyphens, compared to the same words without them:

<i>SPACE/HYPHEN TYPE</i>	<i>EXAMPLE WITH SPACE/HYPHEN</i>	<i>EXAMPLE WITHOUT SPACE/HYPHEN</i>
<i>Non-Breaking Space</i>	Call and ask to speak to Dr. Smith.	Call and ask to speak to Dr. Smith.
<i>Soft Hyphen</i>	He's good at navigation.	He's good at navigation.
<i>Break Hyphen</i>	Look at the pretty red-winged bird.	Look at the pretty red-winged bird.

To insert a special space or hyphen:

1. Position the cursor where you want to insert the space or hyphen.
2. Choose the appropriate space or hyphen from the Edit menu's Special Characters Submenu:
 - Choose Soft Hyphen if you want the word to break at the end of the line, and you want the hyphen to appear only when the word breaks.
 - Choose Break Hyphen if you want the word to break at the end of the line, and you want the hyphen to always appear.
 - Choose Non-Breaking Space when you want the two words on either side of a space kept together, even when they occur at the end of a line.

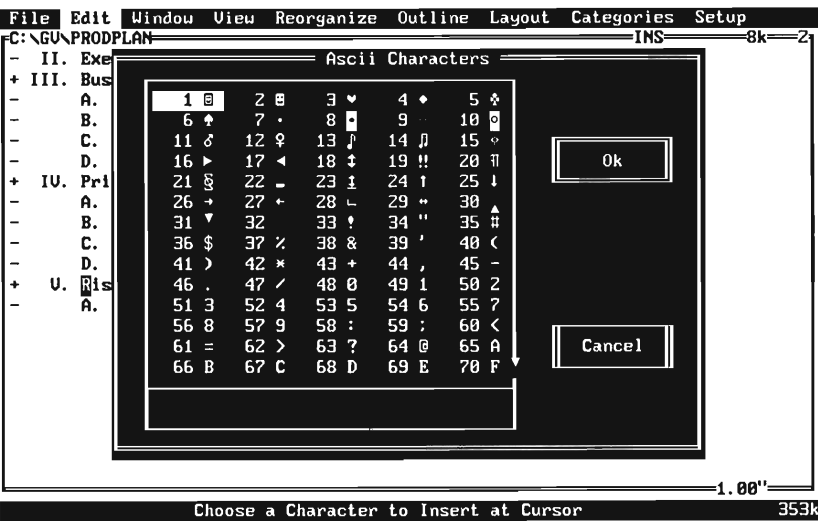
ASCII Characters

The ASCII Characters command allows you to insert any of the 255 characters in the extended ASCII character set.

NOTE: You cannot insert ASCII characters into a GrandView outline by holding down **Alt** and typing the ASCII code on the numeric keypad. GrandView uses an enhanced keyboard driver that prevents you from doing this. However, on some computers you can hold down both the **Alt** and the **Fn** keys and then type the ASCII code.

When you choose ASCII Characters, GrandView displays this dialog box:

The ASCII Characters dialog box



List of ASCII Characters

Lists the entire ACSII characters set. Press **PgDn** or **PgUp** to scroll the screen forward or backward. Use the arrow keys to highlight the ASCII character that you want to use.

OK

Inserts the highlighted ASCII character into the outline.

Cancel

Cancels the command and closes the dialog box.

To insert ASCII characters:

1. Position the cursor where you want to insert an ASCII character.
2. Choose Special Characters from the Edit menu, and select ASCII characters from the submenu.
3. Use the arrow keys to select the character that you want to insert. Or, you can type the number that appears next to the symbol.
4. Choose OK to insert the character at the cursor position.

TIPS FOR USING THE ASCII CHARACTERS COMMAND

- You can use ASCII characters to draw lines in tables or charts. However, if you need to insert one character many times (such as a vertical line), you don't have to keep selecting this command from the menu. After you have inserted the character once, you can select that character by using the Mark Text command, and then copy the character to the Clipboard by using the Copy command. Use the Paste command repeatedly to insert multiple copies of that character.
- If you frequently use specific ASCII characters, you can create macros to choose the characters from the ASCII Characters dialog box and insert them into your outline. For example, if you use the section symbol (§) you can create a macro that chooses the Edit menu, selects Special Characters, chooses ASCII characters from the submenu and enters 21 (the ASCII code for the section symbol) into the ASCII Characters dialog box.

FOR MORE INFORMATION ON	SEE ALSO
Copying an ASCII character	<i>Mark Text</i> <i>Copy</i> <i>Paste</i>

SPELLING CHECK

EDIT MENU

Alt **F1**

The Spelling Check command searches your outline for words that are misspelled or that do not appear in GrandView's dictionary. This command quickly identifies misspelled words and helps you identify their correct spellings.

If GrandView finds a word that is misspelled or that is not in the dictionary, you can do any of the following:

- Edit the word, then continue checking the outline.
- List the correct spellings of words that resemble the one that GrandView has found. This option helps you identify the correct spelling of the word that you want.
- Add the word to your personal dictionary. For example, you might add an acronym, an abbreviation, or the name of a company or product. After you have added the word to your dictionary, GrandView never again highlights it as a possible misspelling.
- Ignore the word. For example, the word might be spelled correctly, but you don't use it often enough to add it to your dictionary.

The Spelling Check command searches from the cursor position to the end of the outline. If you have selected text using the Mark Text command, Spelling Check searches the selected text only. If you have hoisted a suboutline, GrandView searches the hoisted portion of the outline only. GrandView checks the spelling of text that is either expanded or collapsed.

Your computer must have 70K of memory available before GrandView can load Spelling Check. The more memory that you have available (up to 180 K), the faster Spelling Check works.

If you have a hard disk, the Spelling Check files must be in the same directory as the GV.EXE file. Spelling Check has three files:

- GVSPELL.OVR is one of the overlay files you need to use the Spelling Check command.
- GVLANG.OVR is the second overlay file you need to use the Spelling Check command.
- GVMAIN.DCT is GrandView's dictionary.
- GVPERS.DCT is your personal dictionary.

The Spelling Check dialog box appears when GrandView finds the first word that doesn't appear in its dictionary.

List Possible Spellings

Lists all words in the dictionary that resemble the highlighted word. This helps you identify the correct spelling of the word that you want and lets you replace the highlighted word with the correct spelling.

Ignore Word/Continue

Ignores the highlighted word and searches for the next word that doesn't appear in its dictionary.

Add to Dict/Continue

Adds the highlighted word to your personal dictionary, then continues to check the outline. GrandView never again highlights the word as a possible misspelling.

Put in Dict/Stop

Adds the highlighted word to your personal dictionary, then stops checking the outline.

Edit Word/Recheck

Displays a dialog box that lets you edit the highlighted word. After you have filled in the correct spelling, GrandView checks it again and continues to check the outline.

Done

Cancels the command and closes the dialog box.

To check the spelling in an outline:

1. If you are using floppy disks, remove the Program disk, and insert the utility disk.
2. Choose Spelling Check from the Edit menu.
When GrandView finds the first word that doesn't appear in the dictionary, GrandView highlights the word and displays the Spelling Check dialog box.
3. If the word is misspelled, choose one of these options:
 - To list the words that resemble the highlighted word, choose List Possible Spellings. If the correct word appears on the list, select it, and choose Replace. Otherwise, choose Cancel.
 - To type the correct spelling, choose Edit Word/Recheck. Type the word, and choose Replace.
4. If the word is spelled correctly, choose one of these options:
 - To add the word to your personal dictionary and continue checking the outline, choose Add to Dict/Continue.
 - To add the word to your personal dictionary and stop checking the outline, choose Add to Dict/Stop.
 - To continue searching the outline without adding the word to your dictionary, choose Ignore.
5. To stop checking the outline, choose Cancel.
6. If you are using floppy disks, remove the Utilities disk, and insert the Program disk.

FOR MORE INFORMATION

SEE ALSO

Selecting text

Mark Text

Hoisting Outlines

Hoist

The Stamp command is a submenu with five commands:

Live Time

Inserts a time stamp that is reset to the current time every minute. Live time stamps cannot be edited.



NOTE: When you choose the Live Time command, GrandView retrieves the time from DOS. If DOS does not have the correct time, use the DOS Time command to reset the time.

Current Time

Inserts a time stamp with the current time. The current time stamp never changes. Current time stamps can be edited.

Live Date

Inserts a date stamp that is reset every day to the current date. Live date stamps cannot be edited.



NOTE: When you choose the Live Date command, GrandView retrieves the date from DOS. If DOS does not have the correct date, use the DOS Date command to reset the date.

Current Date

Inserts the current date. A current date stamp never changes. Current date stamps can be edited.

Live Filename

Inserts the outline's filename at the cursor position. Filename stamps always show the entire pathname, beginning with the drive letter.



NOTE: If you change the name of your outline, using the Save As command or a DOS command, the filename stamp changes accordingly. Similarly, if you copy the outline to another name, or copy a block of text containing the stamp and paste it into another outline, the filename stamp changes.

You can change the format of time and date stamps with the Date Format and Time Format commands on the Setup menu. For example, you can use the Time Format command to specify a 24-hour format. When you change the date or time format, however, date and time stamps already inserted into your outline will not be affected. Only date and time stamps inserted after the format change will be displayed with the new format.

Each of the commands on the Stamp submenu has a keyboard equivalent. Pressing the keyboard equivalent shown in the following table inserts a date, time, or filename stamp at the cursor location:

STAMP	KEYBOARD COMMAND
Live Time	Alt F3
Current Time	⇧ F3
Live Date	Alt F4
Current Date	⇧ F4
Live Filename	Alt F2

To insert a date, time, or filename stamp:

1. Position the cursor where you want the date, time, or filename to appear.
 2. Choose Stamp from the Edit menu.
 3. Choose a stamp from the Stamp submenu.
- GrandView inserts the stamp at the cursor location.

FOR MORE INFORMATION ON	SEE ALSO
Formatting date and time stamps	<i>Date Format</i> <i>Time Format</i>

The Style command is a submenu of commands that let you specify the style that you want to use for the text in an outline. You can use any style supported by the GrandView printer driver that you install.

You can set the style in three ways:

- You can use the individual style commands on the Style submenu to turn boldface, italics, underline, superscript, or subscript styles on or off. The Boldface, Italics and Underline commands also have keyboard commands that allow you to turn the style on or off as you type.
- You can select a block of text by using the Edit menu's Mark Text command in order to change the style for the selected portion of your outline. You can set styles individually in the text/headline labels, page numbers, headers or footers, and so on.
- You can assign the same font and style for all headlines of the same level by using the Style by Level command. This command allows you to specify the style for up to eight levels in your outline. It also allows you to specify boldface, italics, or underline as the style for headline levels 1 through 8.

The Style Submenu

The Style command is a submenu with eight commands:

<i>Marked Text Style</i>	Specifies the style to use for text selected with the Edit menu's Mark Text command.
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<i>Style by Level</i>	Specifies the style(s) to use for different headline levels.
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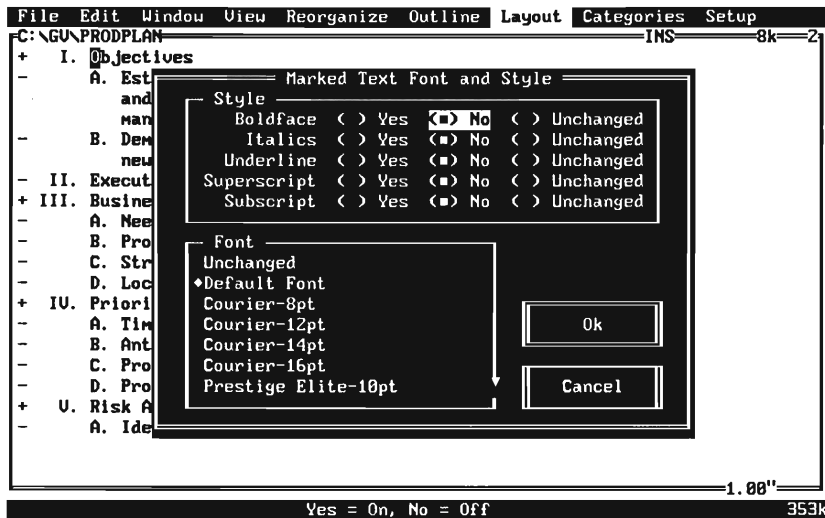
Type in Plain Style	Removes styles from selected text. This command also turns off any style that you turned on for typing.
Turn Boldface On/Off	Indicates if new text should be boldfaced as it is typed (Turn Boldface On) or if it should be plain (Turn Boldface Off). The Turn Boldface On command can also be used to boldface a block of text selected with the Edit menu's Mark Text command. The keyboard command for Turn Boldface On/Off is Alt B .
Turn Italics On/Off	Indicates if new text should be italicized as it is typed (Turn Italics On) or if it should be plain (Turn Italics Off). The Turn Italics On command can also be used to italicize a block of text selected with the Edit menu's Mark Text command. The keyboard command for Turn Boldface On/Off is Alt I .
Turn Underline On/Off	Indicates if new text should be underlined as it is typed (Turn Underline On) or if it should be plain (Turn Underline Off). The Turn Underline On command can also be used to underline a block of text selected with the Edit menu's Mark Text command. The keyboard command for Turn Underline On/Off is Alt U .
Turn Superscript On/Off	Indicates if new text should be superscripted as it is typed (Turn Superscript On) or if it should be plain (Turn Superscript Off). The Turn Superscript On command can also be used to superscript a block of text selected with the Edit menu's Mark Text command.
Turn Subscript On/Off	Indicates if new text should be subscripted as it is typed (Turn Subscript On) or if it should be plain (Turn Subscript Off). The Turn Subscript On command can also be used to subscript a block of text selected with the Edit menu's Mark Text command.

Selectively Applying Style

If you have selected a block of text, you can change the style for that portion of the text. To change the style of selected text, you use the Marked Text Style command from the Style submenu. You can also use the Marked Text Style command to change the font of the selected text.

GrandView identifies the text font and style of the current character in the status line at the bottom of the screen. If you have a color monitor, GrandView uses color to highlight text that uses a special style.

When you choose the Marked Text Style command, GrandView displays this dialog box:



The Font and Style dialog box

Style

Indicates if GrandView should add or remove a style, or leave an existing style unchanged. Use the radio buttons in this section to assign boldface, italic, underlined, superscript, or subscript text. You can assign multiple styles in any combination.

You have three choices for each style:

- Choose the Yes radio button to add a style to the selected text.
- Choose the No radio button to remove a style from the selected text.

- Choose the Unchanged radio button if you are assigning a second style to a portion of text without removing the first style. For example, you might assign the Italics style to one word in a line by selecting the word and choosing Yes for Italics. Later, if you decide to assign the boldface style to the entire line, you can select the line and choose Yes for Boldface and Unchanged for Italics.

Font List

Lists the fonts supported by the current printer driver. GrandView assigns the highlighted font to the text that you have selected. GrandView uses the Unchanged option when you have selected a block of text with a mix of different fonts. The Unchanged option allows GrandView to change another attribute of the text without changing the fonts.

OK

Assigns the new font and style to the text that you have selected.

Cancel

Cancels the command and closes the dialog box.

To change the font or style for a portion of text:

1. Use the Edit menu's Mark Text command to select a portion of text in your outline.



Headlines and documents must be expanded before you assign fonts and styles. The Marked Text Font command doesn't affect collapsed headlines and documents.

2. Choose Style from the Layout menu, and select the Marked Text Style command from the submenu. Or, you can press **Alt** **D**.
3. Choose the style you want to assign to, or remove from, the selected text.
 - If you want to assign a particular style to the text, choose Yes.
 - If you want to remove a particular style from the text, choose No.
 - If you are assigning a second style to a portion of text, and you want to leave the first style unchanged, choose Unchanged.

4. Select the font that you want to assign to the text.
5. Choose OK to assign the new styles and font to the text, or choose Cancel to cancel the changes.

Applying Style by Outline Level

The Style by Level command lets you specify the font and style to be used for text by level in an outline. For example, you might use this command to assign a larger bold font to the first level in your outline, and a smaller plain font to the other levels in your outline. You can use any type of font for which you have installed the printer drivers in GrandView.

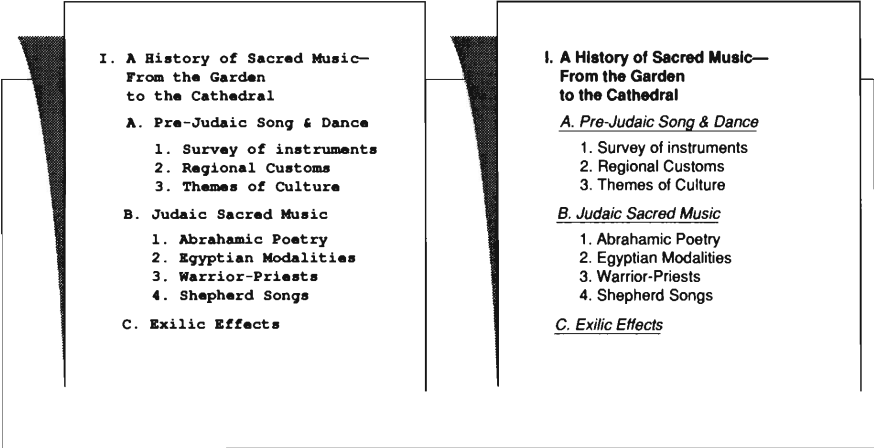
NOTE: *The Style by Level command affects both the headlines and the documents in your outlines. (Document text appears after the first carriage return in a headline.)*

Headline Levels

Each headline (and its attached document) appears on a certain level in the outline. Each level has a level number that shows where it belongs in the outline. If you are viewing the entire outline, the top level is Level 1, the next level is Level 2, and so on.

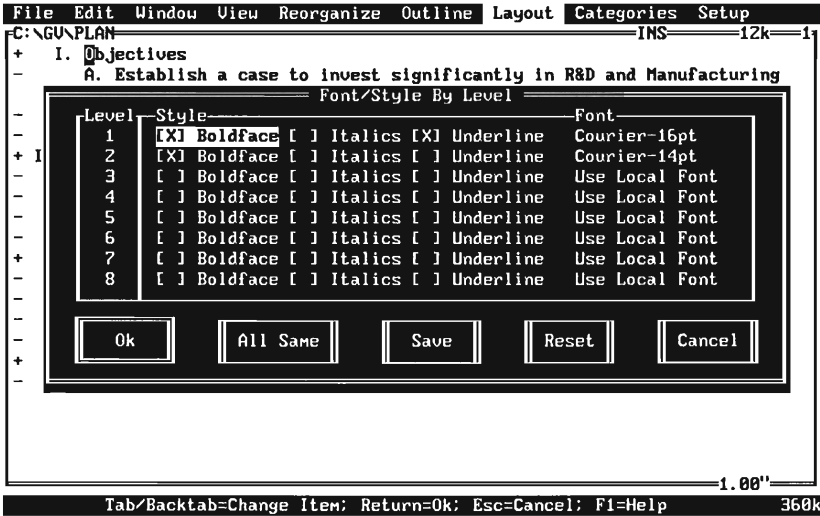
When you are using the Style by Level command, the scope of the command is always the entire outline. Regardless of the position of the cursor, or of whether the outline has been hoisted from the rest of the outline, Level 1 is always the headlines and document at the first level in the outline. Level 2 is always the headlines and document at the second level, and so on. If your outline has more than eight levels, Levels 9 and beyond use the same font and style as Level 8.

The following illustration shows an outline before and after it was formatted with fonts and styles applied by level.






When you choose Style by Level, GrandView displays this dialog box:



The Font /Style
By Level dialog
box







Level	Represents the level for which you can change the font and font style.
Style	Indicates the status of the style that you have set for a particular level. You can choose from Boldface, Italics, and Underline, or any combination of these styles.
Font	Indicates the font that you have chosen for the level that you are adjusting. The default is to display the level in the Default Font, as set with the Font and Style command from the Layout menu.
OK	Uses the settings that you have selected for the current outline only. This selection does not affect new outlines.
All Same	Indicates that the settings for all levels in your outline use the characteristics that you have filled in for Level 1.
Save	Saves the settings that you have made as the default settings for all new outlines. GrandView uses these settings every time you open a new outline.
Reset	Reverts all the changes you have made in the settings, to those originally configured for the program. The Reset command does not revert to the last settings confirmed with the Save button.
Cancel	Cancels the command and closes the dialog box.

To change the font and style by level:

1. Choose the Style by Level command from the Style submenu.
2. To change the style settings for Level 1, press  and  to move the cursor along the same line as the Level 1 item, and press  to turn On or Off the Boldface, Italics, and Underline style options. An [X] will appear next to the item to indicate that it is On.

3. To change the font settings for Level 1, press  to move the cursor to the Use Local Font item, and press . A list of the available fonts will be displayed.

Use  and  to highlight the font that you want to use, and choose OK, or press . Or, you can choose Cancel or press  to close the dialog box.

- Repeat this procedure for each level that you want to change.
- You can choose the All Same button to tell GrandView to use the Level 1 settings for all subsequent levels.











NOTE: *If you have specified fonts and styles for Levels 1 through 8, all levels from Level 9 onward will automatically inherit the settings chosen for Level 8.*



4. When you have finished specifying the font and style for each level, choose one of three buttons:
 - To change the font and style by level for the current outline only, choose OK.
 - To save the new font and style by level settings for all new outlines, choose Save.
 - To cancel your changes, choose Cancel.

Changing Style While Typing

Using the last six commands on the Style menu, you can tell GrandView what style to use as you type. For example, if you choose the Turn Boldface On command, all new text that you type will appear in boldface. These commands act as toggles; if the style is On, choosing the command turns it Off. If it is Off, choosing the command turns it On. To type text that is not boldfaced, you can choose either the Type in Plain Style command or the Turn Boldface Off command.

Several of the style commands have keyboard commands that make turning styles on and off particularly convenient:

COMMAND	KEYBOARD COMMAND
Type in Plain Style	 
Turn Boldface On/Off	 
Turn Italics On/Off	 
Turn Underline On/Off	 

NOTE: *These keyboard commands can also be used to apply a style to a selected block of text, without using the Marked Text Style command. For example, you can select a word and press   to make it appear in boldface. If you have text selected, the commands on the Style submenu change from Turn <style> On/Off to <Style> Marked Text. For example, the command Turn Boldface On/Off changes to Boldface Marked Text when there is text selected.*

To change style as you type:

1. Choose Style from the Layout menu.
2. Select the command for the style that you want to use while typing. For example, if you want to type in italics, choose the command Turn Italics On.

NOTE: *If text selected already has a style, GrandView adds the new style to the existing one.*

3. To return to text without a style, choose the Type in Plain Style command.

FOR MORE INFORMATION ON	SEE ALSO
Block commands for choosing headline font and style	<i>Mark Text</i>
Fonts	<i>Font</i>
Headlines and documents	<i>Editing Headlines and Documents</i> <i>Outlines</i>
Levels of headlines	<i>Outlines</i>
Printer drivers	<i>Print</i>

TABLE OF CONTENTS

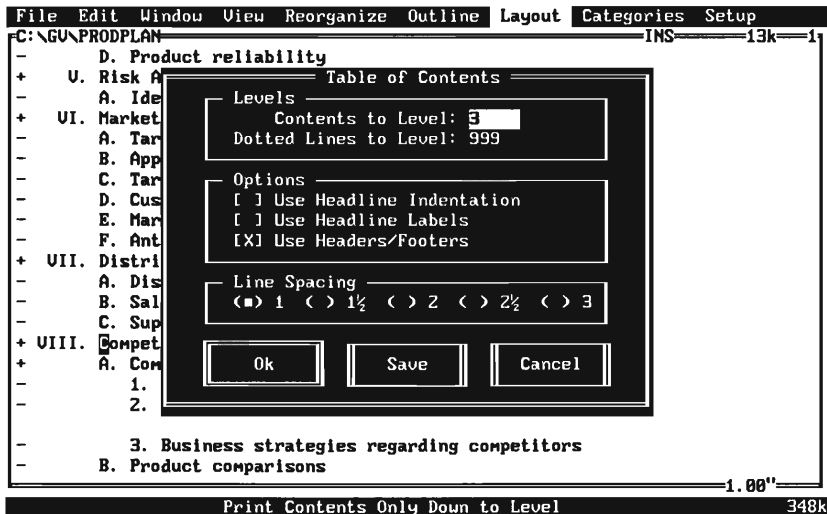
LAYOUT MENU

The Table of Contents command allows you to

- automatically create a table of contents for your outline,
- specify the number of levels in your table of contents,
- control the appearance of your table of contents by indenting headlines, using headline labels, and varying line spacing, and
- add headers or footers to your table of contents.

The table of contents includes all the headlines to the level that you specify. GrandView inserts in the outline the page number for the headline of the table of contents. GrandView prints the table of contents after the outline and numbers the pages in lowercase Roman numerals (i, ii, iii, and so on).

When you choose Table of Contents, GrandView displays this dialog box:




The Table of Contents dialog box


Contents to Level Prints headlines and their corresponding page numbers only to the level of expansion that you indicate. For example, if you want to print only the first two levels in your outline, enter .

Dotted Lines to Level Prints a dotted line between headline labels and their corresponding page numbers on the table of contents.

Use Headline Indentation Indents the headlines the same way that they are indented in the outline. If you do not select this option, GrandView prints the table of contents flush left on the page and does not indent the headlines.

 **NOTE:** *To set the headline indentations in the outline, use the Label command on the Outline menu.*

Use Headline Labels Prints the same headline labels that you have used in the outline. GrandView prints the labels to the left of each headline in the table of contents.

 **NOTE:** *To display a list of styles available for headline labels, and to select one, use the Label command on the Outline menu, and choose the Get Style command from the submenu.*

Use Headers/ Footers Lets you choose whether to print the headers or footers that you specified in your outline. The default is that GrandView prints a header or footer. GrandView uses the components that you selected for automatic headers and footers with the Headers/Footers command, except that GrandView replaces the headline text with *Table of Contents* and numbers the pages in lowercase Roman numerals. GrandView prints the table of contents header or footer in the default font that you specified with the Font command on the Layout menu. GrandView is preset to print a header one-half inch and a footer ten and one-third inches from the top of a page. Both the left and right margins are preset at one inch.

Turn this option Off when you don't want a header or footer in the table of contents.

Line Spacing	Sets the line spacing in your table of contents. The default is single spacing. In addition to double and triple spacing, you can select 1 1/2 and 2 1/2 line spacing between entries.
<hr/>	
OK	Saves the settings that you have selected with the current outline.
<hr/>	
Save	Saves the settings that you have selected with the current outline and applies these settings to all new outlines that you create (until you change them).
<hr/>	
Cancel	Cancels the command and closes the dialog box.

To add a table of contents to your outline:

1. Display the outline to which you want to add a table of contents.
2. Choose Table of Contents from the Layout menu.
GrandView displays the Table of Contents dialog box.
3. Use the arrow keys to select the option that you want to change.
4. Change the option's current setting.
5. Save the Table of Contents options, or cancel the procedure.
 - To apply the options to only the current table of contents, choose OK, or press **↵**.
 - To apply the options to the current table of contents and to any new table of contents that you create, choose Save.
 - To cancel the Table of Contents options that you have set, choose Cancel or press **Esc**.

To print the table of contents with your outline, you must tell GrandView by turning On the Include Table of Contents option in the Print Options dialog box. For more information, see *Print*.

FOR MORE INFORMATION ON	SEE ALSO
Adding a header or footer automatically	<i>Headers/Footers</i>
Changing the horizontal position of a table of contents header or footer	<i>Page Margins</i>
Changing the vertical position of a table of contents header or footer	<i>Headers/Footers</i>
Printing a table of contents	<i>Print</i>
Selecting a dialog box option	<i>Dialog Boxes</i>

A *template* is a standard piece of text or outline that you use frequently. You can think of a template as a “boilerplate” that you repeat in many different outlines. For example, you can use templates for expense reports, business forms, form letters and memos, product and company information, personnel records, address files, and appointment calendars. Templates make your work easier because you don’t spend time typing the same information over and over.

To help you get started with templates, the Sample Files/Utilities disk includes some commonly used templates (they’re stored in the \TEMPLATE subdirectory). These can give you some good ideas about how to make the best use of GrandView’s Template command. You can use the templates as they are, change them, or replace them with other templates.

Templates store special fonts and styles that you have assigned using the Font and Style commands. However, templates do not store a default font. When you insert a template into an outline, the template takes on the default font of that outline.

The text or outline for each template is stored in a separate file. Template files have filenames that end with the extension .TPL. You can edit a template file only after you have inserted it into a GrandView outline.

The Templates command is a submenu with two commands:

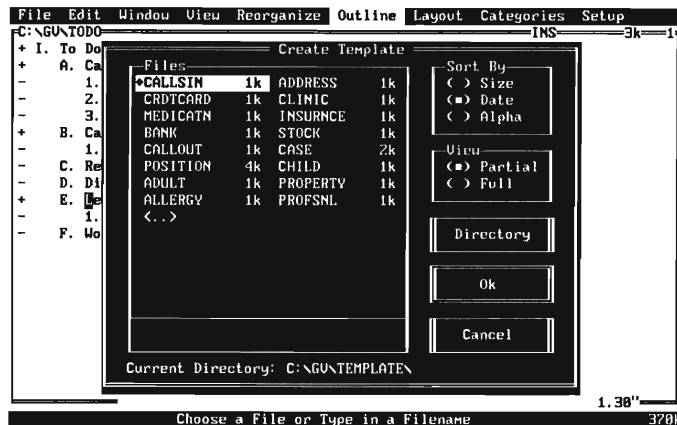
<i>Insert</i>	Lets you place an existing template into the current outline. The Insert command is a submenu with one command that lets you insert the template at the same level as the current headline (the At Level command) and another command that lets you insert the template as a subhead of the current headline (the As Subhead command).
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<i>Create</i>	Makes a template from the current suboutline or marked block of text.
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To create a new template file or replace an existing one:

1. Create a new outline file, or open an existing outline, that you want to use as a template.
 2. Select the portion of the outline that you want to install as a template:
 - If the outline has only one Level 1 headline, and you want to install the entire outline as a template, place the cursor in the top-level headline.
 - If the outline has two or more Level 1 headlines, and you want to install the entire outline as a template, use the Mark Text command to select the entire outline.
 - To install one suboutline as a template, place the cursor in the parent headline of the suboutline.
 - To install several suboutlines as a template, use the Mark Text command to select the correct portion of the outline.
 - To install a block of text (one with no outline structure), use the Mark Text command to select the desired text.
 3. Choose Create from the Outline menu's Templates submenu.
- GrandView displays the Create Template dialog box:

The Create Template dialog box



4. To save the template file in another directory, choose Directory, and select the directory that you want to use.

5. Type the name of the new template file. As you type, the filename appears in the box below the list of template files.
6. Choose OK to install the new template file, or choose Cancel to cancel the command.

If a template file of the same name already exists, GrandView asks if you want to replace the existing template.

Choose Yes to replace the template, or choose No to cancel the command.

To insert a template into an outline:

1. Open the outline into which you want to insert the template.
2. If the outline already contains headlines and documents, position the cursor in the headline below which you want to insert the template. GrandView inserts the template below the current headline and at the same level.
3. Choose Templates from the Outline menu.
GrandView displays the Templates dialog box.
4. Choose Insert from the Templates submenu, and select either the At Level command or the As Subhead command from the Insert submenu.
GrandView displays the Insert Templates dialog box, which lists all template files in the current directory.
5. To select a template file that appears in a different directory, choose Directory, and select the directory.
6. Select the name of the template file that you want to insert.
7. Choose OK to insert the template, or choose Cancel to cancel the command.

To fill in a template:

- Use any of GrandView’s editing features to fill in a template.
For example, press **Ctrl** **PgDn** to move the cursor to the end of the current headline or document, and then fill in the appropriate information.

To delete a template:

1. Choose Delete Files from the File menu.
GrandView displays the Delete Files dialog box. All GrandView templates have filenames that end in .TPL. All GrandView outlines have filenames that end in .GV.
2. Select the template file that you want to delete, and press **↵**.
GrandView displays a confirmation box.
3. To delete the file, choose Yes. Otherwise, choose Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Deleting files	<i>Delete Files</i>
Selecting text	<i>Mark Text</i>

WINDOW MENU

GrandView lets you open as many as nine outlines at once. Each time you open an outline, it fills the entire screen (and thus hides from view any previously opened outlines). GrandView numbers the outlines in this same order—the first outline you opened is number one. The window number appears in the upper-right corner of the window.

The Tile command lets you view two or more open outlines on the screen at the same time. When you choose Tile, GrandView divides the screen into the number of open outlines. The outlines are arranged so that there is no overlap between windows. These screen sections are called tiles. The outline you opened first (number one) always appears in the top-left corner of the screen. The window that was active before you chose Tile remains active, and the border of the active window is highlighted.

To tile open outlines:

1. Use the Open or New commands on the File menu to open several outlines on your screen.

GrandView places each outline on top of the previously opened one; the outline that you see is the last one you opened. This is the current outline.

2. To view all open outlines at the same time, choose Tile from the Window menu.

GrandView divides the screen into the number of open outlines and displays an outline in each window. The first outline that you opened is number one and always appears in the upper-left corner of the screen. The active window remains the same. You can continue working on the outline in the active window.



*If you want to work on an outline in a different window, you must first make it active. A shortcut for doing this is to press **⌘** and the window number. Or, you can select Choose Window on the Window menu.*

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Horizontal</i> <i>Vertical</i> <i>Overlay</i> <i>Untile All</i>
Making an open outline current	<i>Choose Window</i>
Moving between open outlines	<i>Choose Window</i>
Opening outlines	<i>New</i> <i>Open</i>
Saving the current window arrangement	<i>Save Setup</i>
Using windows	<i>Windows</i>
Zooming outlines to full screen	<i>Zoom</i>

TIME FORMAT

SETUP MENU

The Time Format command lets you control how GrandView displays times when you use the Time Stamp commands.

12/24 Hour Clock	Indicates whether GrandView uses a 12- or a 24-hour clock. For example, you can display 1:15 in the afternoon as either 1:15 pm (by a 12-hour clock) or 13:15 (by a 24-hour clock).
am/pm	Indicates whether GrandView displays the letters “am” or “pm” and which letters appear in uppercase.
Include Seconds	Indicates whether GrandView displays seconds. Turn this check box On if you want the seconds to appear.
Use Space Before am/pm	Indicates whether GrandView leaves a blank space between the time and the letters “am” or “pm.” Turn this check box On if you want to include a blank space.
Leading Zeros on Hours	Indicates whether one-digit hours have leading zeros. (One-digit minutes and seconds always have leading zeros.) If this check box is On, times appear like this: 03:09:45. If this check box is Off, times appear like this: 3:09:45. You should turn this option On if you want to sort headlines that begin with a time.
OK	Changes the time format for this session, but does not save it for the next session.

Save	Saves the new time format for all future sessions.
Cancel	Cancels the Time Format command and closes the dialog box.

To change the time format:

1. Choose Time Format from the Setup menu.
2. Fill in the Time Format dialog box.
3. Choose one of these buttons:
 - To change the time format for this session, but not for future sessions, choose OK.
 - To save the new time format, choose Save.
 - To cancel your changes, choose Cancel.

FOR MORE INFORMATION ON	SEE ALSO
Inserting a time stamp into an outline	<i>Stamp</i>

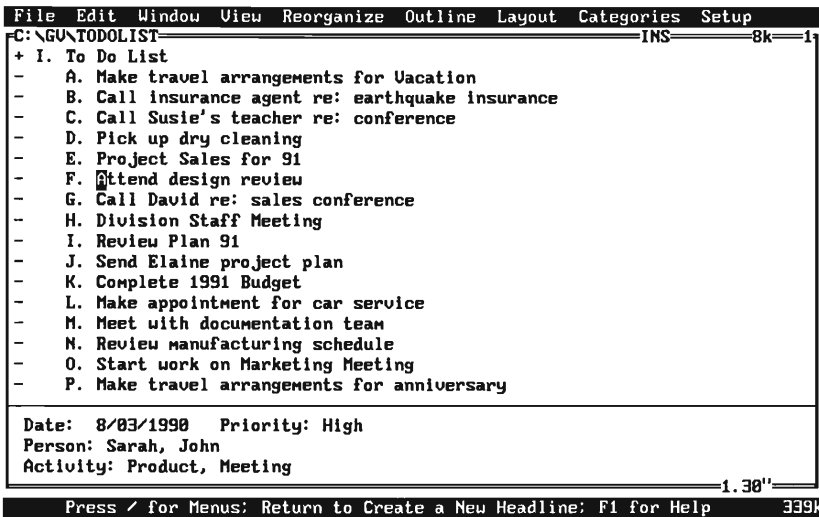
TURN CATEGORY DISPLAY ON/OFF

VIEW MENU

The Turn Category Display On/Off command works like a toggle. When you turn on Category Display, you can view the Category Display information at the same time that you are working in an outline. The Category Display window, which appears under the current outline, contains the following information:

- The categories for the current outline, including the two built-in categories, Date and Priority. The default level of priority is None.
- The assignments you have made to the current headline. You can display this information for each headline in your outline by moving the cursor to a different headline.

When you choose Turn Category Display On/Off, GrandView lists the categories for the current outline and the assignments for the current headline.



The Category Display dialog box

As you scroll through your outline, the information in the Category Display window changes to reflect the categories and assignments that you have created for the individual headlines. If the current outline contains many categories, you can use the Size Category Display command to enlarge the Category Display window. You can also use the Category Display window to enter assignments with the Manual Assign command.

To open the Category Display window:

1. Choose Turn Category Display On/Off from the View menu.
GrandView lists all the categories for the current outline and the assignments for the current headline in a window at the bottom of the screen.
2. To close the Category Display window, choose Turn Category Display On/Off from the View menu.

FOR MORE INFORMATION ON	SEE ALSO
Changing assignments	<i>Manual Assign</i>
Changing category names	<i>Rename Category</i>
Creating categories	<i>Create Category</i>
Deleting categories	<i>Delete Category</i>
Enlarging or reducing the Category Display window	<i>Size Category Display</i>
Listing outline information by categories and assignments	<i>Category View</i>
Using categories	<i>Categories</i>
Using macros	<i>Macros</i>

TURN COLUMNS ON/OFF

VIEW MENU



The Turn Columns On/Off command allows you to display assignments for up to three categories in spreadsheet-like columns to the right of your outline. You can use the Turn Columns On/Off command in Outline View, Category View, and Calendar View.

When you first use the Turn Columns On/Off command in Outline View, GrandView creates columns for the two built-in categories, Date and Priority, and places them to the right of the outline. The Date and Priority assignments for each headline are displayed in the columns. GrandView wordwraps the outline text to accommodate the columns.

File Edit Window View Reorganize Outline Layout Categories Setup										
C:\GUNPLAN				INS		11k=1				
Outline				Date		Priority				
+ I. Objectives										
- A. Establish a case to invest significantly in R&D and Manufacturing to develop and prepare to manufacture a new product.				5-18-90		Urgent				
- B. Demonstrate the business case for the new product.				5-18-90		Urgent				
- II. Executive Summary										
+ III. Business Justification										
- A. Need for the product				5-15-90		Urgent				
- B. Product uniqueness				5-16-90		High				
- C. Strategic reasons for the product				5-17-90		High				
- D. Location of new markets				5-18-90		High				
+ IV. Priorities for the Project										
- A. Time to market the product				5-21-90		Medium				
- B. Anticipated performance				5-18-90		Urgent				
- C. Product pricing vs. cost				5-17-90		High				
- D. Product reliability				5-14-90		Medium				
+ U. Risk Analysis										
- A. Identify sensitivities of key parameters to				5-14-90		Done				
						1.00"				
Press / for Menus: Return to Create a New Headline: F1 for Help										362k

Columns displayed in Outline View


To hide the columns, you use the Turn Columns On/Off command again. The Turn Columns On/Off command is a toggle that allows you to alternate between displaying and hiding columns.

The way that assignments for the Date category are displayed in columns is slightly different from the way that other assignments are displayed. Dates are displayed like numbers in a spreadsheet: If the date is too long to fit into the column, GrandView displays a series of asterisks instead. To view the date, you can either increase the width of the column or change the date format of the column layout you are using.

You can display columns in Category and Calendar Views. For example, if you have columns displayed in Outline View, and you choose the Category View command, GrandView displays the same columns in Category View. If you did not have columns displayed in Outline View when you used the Category View command, columns are not displayed in Category View. To display columns in Category View, use the Turn Columns On/Off command. To hide the columns in Category View, use the Turn Columns On/Off command again. The Turn Columns On/Off command works the same way in Calendar View that it does in Category View.

NOTE: *When you have chosen the Category View command, GrandView does not display a column for the selected category. For example, if you have columns for Priority and Date in Outline View, choose the Category View command, and select the Priority category, GrandView will not display a Priority column; it will display only the Date column. If you choose another category, or if you switch back to Outline View, GrandView will display the Priority column again. Similarly, GrandView does not display Date columns in Calendar View.*

To display category assignments in columns:

- 1. Choose the Turn Columns On/Off command from the View menu, or press  **F2**. GrandView displays the category assignments that you last displayed in columns. If you have not used columns previously, GrandView displays the Date and Priority categories in the columns.

NOTE: *When you are in Outline View with the Category Display turned on, and you choose the Turn Columns On/Off command, GrandView hides the Category Display.*

- 2. To hide the columns, choose the Categories On/Off command again, or press  **F2**.

NOTE: *If you resize a window with an outline that has columns displayed, the columns remain the same width; GrandView reduces the space allocated to the outline. If there is too little space for both the outline and the columns, GrandView automatically turns off the columns. If you increase the size of the window, the columns will be displayed again.*

FOR MORE INFORMATION ON	SEE ALSO
Arranging columns on screen	Column Options
Making assignments in columns	Column Assign

TURN FORMAT TAGS ON/OFF



LAYOUT MENU



The Turn Format Tags On/Off command works like a toggle to let you display or hide the symbols that GrandView uses to indicate font and style changes and conditional page breaks. Hard page breaks, indicated by dashed lines, and page number tags, indicated by paragraph symbols (§), always appear on the screen. The following table lists the attributes whose format tags are affected by the Turn Format Tags On/Off command:

ATTRIBUTE	FORMAT TAGS
Conditional page break	<Cond Page:#>
Boldface type	< B ↑ > < B ↓ >
Italics type	< I ↑ > < I ↓ >
Underlined text	< U ↑ > < U ↓ >
Superscript text	< P ↑ > < P ↓ >
Subscript text	< S ↑ > < S ↓ >
Times font in a 12-point size	<Times-12pt>

To reveal or hide format tags in your outline:

- 1. To display the format tags, choose Turn Format Tags On/Off from the Layout menu, or press  **F5**.
GrandView displays format tags to indicate text to which you have applied different fonts and styles.
- 2. To hide the format tags from view, choose Turn Format Tags On/Off from the Layout menu, or press  **F5**.

FOR MORE INFORMATION ON	SEE ALSO
Formatting text	<i>Font Style</i>
Inserting a conditional page break	<i>Page Breaks</i>
Inserting a hard page break	<i>Page Breaks</i>

UNDO LAST DELETE

EDIT MENU



The Undo Last Delete command inserts the suboutline that you most recently deleted using the Delete Suboutline command on the Delete submenu. If you have saved the outline, you can undo a delete even after you have quit GrandView, turned off the computer, and restarted GrandView.

NOTE: *The Undo Last Delete command does not undo deleted words, lines, or marked text. It restores only the information deleted with the Suboutline option of the Delete submenu.*

The Undo Last Delete command inserts the deleted suboutline below the current headline and at the same level. The Undo Last Delete command does *not* insert the suboutline into the same position from which you deleted it.

To insert a deleted suboutline:

1. Select the headline under which you want to insert the deleted suboutline.
2. Choose Undo Last Delete from the Edit menu, or press **Alt** ****.

FOR MORE INFORMATION ON

Deleting a suboutline

SEE ALSO

Delete

UNTILE ALL

WINDOW MENU

GrandView lets you open as many as nine outlines at once. You can use the Window menu’s Tile, Overlay, Horizontal, and Vertical commands to display your outlines in different arrangements. The Untile All command “undoes” each of these commands and returns the open outlines to their full size. The window that was active before you chose the Untile All command remains active.

NOTE: *The Untile All command differs from the Zoom command in that it returns all open outlines to full size. The Zoom command returns only the current outline to full size.*

To return all open outlines to their full size:

- Choose Untile All from the Window menu.

FOR MORE INFORMATION ON	SEE ALSO
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Tile</i> <i>Overlay</i> <i>Horizontal</i> <i>Vertical</i>
Zooming outlines to full screen	<i>Zoom</i>

WINDOW MENU

GrandView lets you open as many as nine outlines at once. Each time you open an outline, it fills the entire screen (and thus hides from view any previously opened outlines). GrandView numbers the outlines in this same order—the first outline you opened is number one. The window number appears in the upper-right corner of the window.

The Vertical command displays all open outline windows vertically on the screen. GrandView divides the screen into equal vertical sections—one for each open outline window. These screen sections are called tiles. GrandView arranges the outlines from left to right with no overlap. The first outline that you opened (number one) always appears in the farthest left part of the screen. The window that was active before you chose Vertical remains active.

To tile open outlines vertically:

1. Use the Open or New commands on the File menu to open several outlines on your screen.

GrandView places each outline on top of the previously opened one; the outline that you see is the last one you opened. This is the current outline.

2. Choose Vertical from the Window menu.

GrandView divides the screen into equal vertical sections and displays an outline in each window. The first outline that you opened (number one) always appears in the farthest left part of the screen. The active window remains the same. You can continue working on the outline in the active window.



*If you want to work on a outline in a different window, you must first make the window active. A shortcut for doing this is to press **⌘-W** and the window number. Or, you can select Choose Window on the Window menu.*

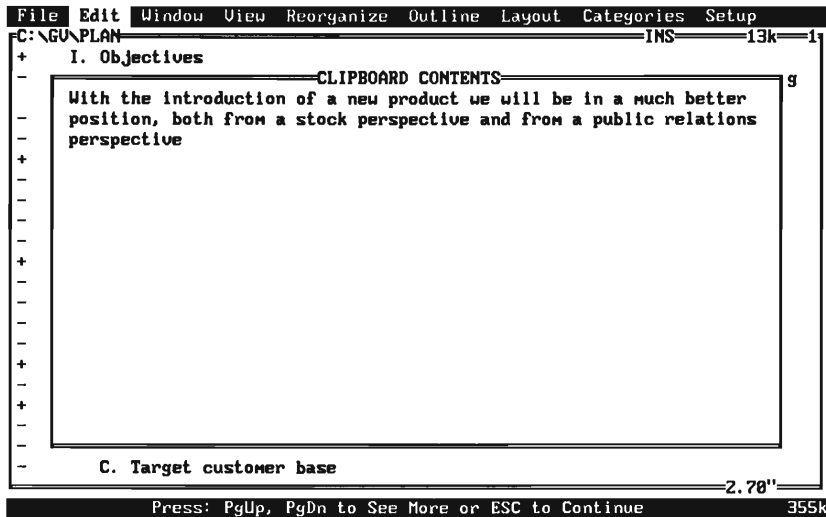
FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Tile</i> <i>Horizontal</i> <i>Overlay</i> <i>Untile All</i>
Making an open outline current	<i>Choose Window</i>
Moving between open outlines	<i>Choose Window</i>
Opening outlines	<i>New</i> <i>Open</i>
Saving the current window arrangement	<i>Save Setup</i>
Using windows	<i>Windows</i>
Zooming outlines to full screen	<i>Zoom</i>

VIEW CLIPBOARD

EDIT MENU

The View Clipboard command displays the information on the Clipboard. The Clipboard stores the headlines or text that you have most recently cut or copied.

When you choose View Clipboard, GrandView displays a dialog box like this:



The View Clipboard dialog box

To display the contents of the Clipboard:

1. Choose View Clipboard from the Edit menu.
2. Press **PgUp** or **PgDn** to scroll forward or backward through the lines in the window.
3. Press **Esc** when you have finished viewing the Clipboard.

FOR MORE INFORMATION ON	SEE ALSO
Clipboard	<i>Clipboard</i>
Copying headlines and text	<i>Copy Paste</i>
Cutting and moving headlines and text	<i>Cut Paste</i>
Pasting information from the Clipboard	<i>Paste</i>

In GrandView, outlines are displayed in windows. The window in which you are currently working is called the *active window*. The active window contains the cursor and the current outline. The next command or action you perform occurs in this window.

You can have up to nine windows open on the screen at once. When you have opened nine windows, the File menu's New and Open commands, as well as the Import submenu's New Outline command, are no longer available. To open another outline or to create a new outline, you must first close one of the nine outlines that are open.

The windows are displayed in the order in which the outlines were opened, with the first one opened on the bottom. The last one opened is the current outline. Each outline fills the entire window as you open it. GrandView numbers the outlines in this same order and displays the window number in the upper-right corner of the window. Thus, the first outline you opened is number one and appears on the bottom; the last outline you opened (the current outline) appears on the top. For more information on moving to a different window, see *Choose Window*.

For example, if you have opened three outlines, GrandView displays only the last one opened. To indicate that this is the third outline opened and that two open outlines are hidden from view, GrandView numbers this window three.

Open outlines or windows can be displayed on your screen in one of several ways. Depending on the amount of control that you want on the size and placement of the windows, you can do any of the following:

- Use the tile commands to divide the screen among open outlines. If you have opened an even number of outlines, GrandView divides the screen equally among them. The Tile, Horizontal, and Vertical commands place the windows in a given order, depending on which outline you opened first. For example, if you choose Vertical, GrandView always displays the first opened outline on the farthest left part of your screen. You can also use the Overlay command to display open outlines so that their names are visible.

- Use the Preset Sizes command if you want only partial control on the size and placement of a window. You can select from ten commonly used sizes and positions.
- Use the Move/Size command if you want complete control on the size and placement of a window. You can create a custom window setup by using the Move/Size command to place each open window exactly where you want it.
- Use the mouse to size or position a window.

In addition to providing an overview of your work, windows let you organize the outline information. You can have more than one window open when you want to do one of the following:

- Edit several outlines at once.
- Refer to another outline for information.
- Move and copy information between outlines.

FOR MORE INFORMATION ON	SEE ALSO
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Tile</i> <i>Horizontal</i> <i>Vertical</i> <i>Overlay</i> <i>Untile All</i>
Making an open outline current	<i>Choose Window</i>
Moving between open outlines	<i>Choose Window</i>
Opening outlines	<i>New</i> <i>Open</i>
Saving the current window arrangement	<i>Save Setup</i>
Zooming outlines to full screen	<i>Zoom</i>

WINDOW MENU

Alt **Z**

The Zoom command lets you reduce or enlarge the active window. Zoom works like a toggle. When the active window fills the screen, choosing Zoom reduces the window size. When the active window is reduced, choosing Zoom enlarges the window to fill the screen.

When you want to concentrate on just one window, choose the Zoom command to enlarge the active window to its maximum screen size.

To reduce or enlarge the active window:

1. Choose Zoom from the Window menu, or press **Alt** **Z**.

GrandView reduces or enlarges the active menu, depending on its size when Zoom was chosen. If the active window is full size, the Zoom command will reduce it. If the active window is reduced, the Zoom command will enlarge it.



To use the mouse to zoom a window, click once on the filename displayed in the window's border.

2. To return the active window to its previous size, choose Zoom from the Window menu, or press **Alt** **Z**.

FOR MORE INFORMATION ON	SEE ALSO
Closing outlines	<i>Close</i>
Displaying outlines	<i>Move/Size</i> <i>Preset Sizes</i> <i>Tile</i> <i>Horizontal</i> <i>Vertical</i> <i>Overlay</i> <i>Untile All</i>
Making an open outline current	<i>Choose Window</i>
Moving between open outlines	<i>Choose Window</i>
Opening outlines	<i>New</i> <i>Open</i>
Positioning a window	<i>Move/Size Window</i>
Saving the current window arrangement	<i>Save Setup</i>
Using windows	<i>Windows</i>

APPENDIX A:

KEYBOARD COMMANDS

This appendix lists all of the keyboard commands that GrandView uses. These commands are listed twice. The first list is sorted by function and the second list is sorted by key. For your convenience, a list of unassigned keyboard commands is included at the end of this appendix. You can use these commands when you create macros or when you customize keyboard commands with the Key Options command.

Keyboard Commands Sorted by Function

Some GrandView functions have two or more alternate keyboard commands. You should choose the keyboard command that's most convenient and easiest to remember. GrandView provides alternate WordStar style keyboard commands that might be familiar to you if you're a WordStar user.

DESCRIPTION	GRANDVIEW COMMANDS	WORDSTAR COMMANDS
<i>Using the Menus</i>		
Prepare to select a menu	F10	
Open the last-used menu	F9 or /	
<i>Moving the Cursor</i>		
Go up one line	↑	Ctrl E
Go down one line	↓	Ctrl X
Go left one character	←	Ctrl S
Go right one character	→	Ctrl D
Go right one word	Ctrl →	Ctrl F
Go left one word	Ctrl ←	Ctrl A

DESCRIPTION	GRANDVIEW COMMANDS	WORDSTAR COMMANDS
<i>Moving the Cursor</i>		
Go to the beginning of the line	Home	Ctrl Q S
Go to the end of the line	End	Ctrl Q D
Go to the beginning of the headline or document	Ctrl PgUp	
Go to the end of the headline or document	Ctrl PgDn	
Go up one headline <i>(regardless of level)</i>	Alt ←	
Go down one headline <i>(regardless of level)</i>	Alt →	
Go up one headline in same level	Alt ↑	
Go down one headline in same level	Alt ↓	
Go to beginning of suboutline <i>(to the parent headline that is up one level)</i>	Alt Home	
Go to end of suboutline <i>(down multiple levels)</i>	Alt End	
Go to first headline in the same level	Alt PgUp	
Go to last headline in the same level	Alt PgDn	
Go up one screen	PgUp	Ctrl R
Go down one screen	PgDn	Ctrl C
Go to the first line on the screen	Home Home	Ctrl Q E
Go to the last line on the screen	End End	Ctrl Q X
Go to the beginning of the outline	Ctrl Home	Ctrl Q R
Go to the end of the outline	Ctrl End	Ctrl Q C
Name a headline automatically	Alt N	
Jump to Name	↑ F4	
Lock or unlock screen scrolling	ScrollLock	
Center the current line on the screen	5	

APPENDIX A: KEYBOARD COMMANDS

DESCRIPTION	GRANDVIEW COMMANDS	WORDSTAR COMMANDS
<i>Inserting Headlines and Documents</i>		
Insert headline after current headline		
Insert headline at lower level		
Insert headline at the same level		
Insert a document or add a new line		
<i>Inserting Other Characters</i>		
Insert tab		
Insert soft hyphen		
Insert break hyphen		
Insert non-breaking space		
Date Stamp command, Live		
Date Stamp command, Static		
Time Stamp command, Live		
Time Stamp command, Static		
Filename Stamp command		
<i>Deleting Characters</i>		
Delete character to the left		
Delete current character		
Delete word left		
Delete word right		
Delete line		
Delete to end of line		
Delete to beginning of line		
Delete Block (if block is marked)		
Delete Suboutline		
Undo Last Delete		

DESCRIPTION	GRANDVIEW COMMANDS	WORDSTAR COMMANDS
<i>Moving Headlines</i>		
Move Mode	Alt M	
Move Left	Up ←	
Move Right	Up →	
Move Up	Up ↑	
Move Down	Up ↓	
Move down to end of level	Up End	
Move up to top of level	Up Home	
Force Up	Up PgUp	
Force Down	Up PgDn	
Force Left	Up Ins	
Force Right	Up Del	
Name a headline automatically	Alt N	
Name a headline manually	Alt F11	
Send to Name	F11	
Send Mode	Ctrl F11	

Selecting and Editing Text

Mark Text	F6	Ctrl K B
Copy	Alt C	Ctrl K C
Cut	Alt X	Ctrl K V
Paste	Alt V	

Marking and Gathering Headlines

Mark Headline	F12
Mark Subheads	Up F12
Unmark Suboutline	Up F2
Gather	Alt G

APPENDIX A: KEYBOARD COMMANDS

DESCRIPTION	GRANDVIEW COMMANDS	WORDSTAR COMMANDS
<i>Finding and Replacing Text</i>		
Find/Replace	Alt F	Ctrl Q F Ctrl Q A
Repeat last search	Alt A	Ctrl L
<i>Checking Spelling</i>		
Spelling Check	Alt F1	
<i>Formatting Outlines</i>		
Default Font (<i>no text marked</i>)	Alt D	
Marked Text Font/Style	Alt D	
Start boldface	Alt B	Ctrl P Y
Start italics	Alt I	Ctrl P R
Start underline	Alt U	Ctrl P S
Clear boldface, italics, and underline	Alt Spacebar	Ctrl P N
Toggle Headline	Ctrl F2	
Hard Page Break	Alt /	
TurnFormat Tags On/Off	Alt T ↑ F5	
Print	Alt P	Ctrl K P
Mark for Printing (<i>Category View</i>)	F12	
<i>Printing Outlines</i>		
Preview	Ctrl Print Scrn	
Print	Alt P	
<i>Viewing the Outline</i>		
Calendar View	F4	
Category View	F3	
Document View	F5	
Turn Columns On/Off	↑ F2	
Hoist	Alt [
Dehoist	Alt]	

	DESCRIPTION	GRANDVIEW COMMANDS	WORDSTAR COMMANDS
<i>Expanding and Collapsing Outlines</i>			
	Expand subheads	Gray + F7	
	Expand suboutline	*	
	Expand Document	↑ F7	
		Alt Gray +	
	Expand headlines and documents	Ctrl F7	
	Collapse subheads	Gray - F8	
	Collapse document	↑ F8	
		Alt Gray -	
	Collapse all documents in suboutline	Alt F8	
	Collapse all documents in outline	Ctrl F8	







Using Windows





























	Zoom	Alt Z	
	Close current window	Alt 0 (zero)	Ctrl K X
	Switch to next window	Alt ←→	
	Choose Window 1	Alt 1	
	Choose Window 2	Alt 2	
	Choose Window 3	Alt 3	
	Choose Window 4	Alt 4	
	Choose Window 5	Alt 5	
	Choose Window 6	Alt 6	
	Choose Window 7	Alt 7	
	Choose Window 8	Alt 8	
	Choose Window 9	Alt 9	

APPENDIX A: KEYBOARD COMMANDS

DESCRIPTION	GRANDVIEW COMMANDS	WORDSTAR COMMANDS
Categories		
Manual Assign	↑ ↔	
Column Assign	Ctrl ↑ ↔	
Quick Assign	F2	
Category View	F3	
Outline View	F3	
Mark for Printing	F12	
Creating and Using Macros		
Begin Macro	Alt =	
End Macro	Alt -	
Skip Macro	`	
Viewing Harvard Graphics Charts		
View Slide Show	Alt F9	
View Org Chart	Ctrl F9	
Working with Files		
Save	Alt S	Ctrl K S
Close	Alt O	
Gateway to DOS	↑ F9	
Delete Files	Ctrl K J	
Export	Ctrl K W	
Import	Ctrl K R	
Quit GrandView	Alt Q	Ctrl K Q
Go to Linked File	Ctrl Gray +	
Return From Linked File	Ctrl Gray -	
GrandView Hot Key	Ctrl Alt A	
	↑ Alt A	

Keyboard Commands Sorted by Key

KEY	FUNCTION
	Insert a headline
	Insert a tab
Backspace	Delete character to the left, or delete marked text
Esc	Cancel
Home	Go to beginning of line
PgUp	Go up one page
PgDn	Go down one page
	Go up one line
	Go down one line
	Go left one character
	Go right one character
5	Adjust the current line to middle of the screen (NOTE: use the 5 on the numeric keypad)
Ins	Set insert or overwrite mode
Del	Delete current character
Gray +	Expand Subheads
Gray -	Collapse Subheads
*	Expand Suboutline (NOTE: use the gray * on the numeric keypad)
ScrollLock	Lock or unlock screen scrolling
F1	Help
F2	Quick Assign or Edit Column
F3	Category View
F4	Calendar View
F5	Document View
F6	Mark Text, or display Assignment List in columns
F7	Expand Subheads, Show Subheads
F8	Collapse Subheads
F9	Open last-used menu
F10	Prepare to select menu
F11	Send to Name
F12	Mark Headline or Mark for Printing

 	Create new headline, same level
 	Move headline right
 	Move headline left
 	Move headline up
 	Move headline down
 Home	Move up to top of level
 End	Move down to bottom of level
 PgUp	Force Up
 PgDn	Force Down
 Ins	Force Left
 Del	Force Right
 F1	Open User Help
 F2	Turn Columns On/Off
 F3	Insert static time stamp
 F4	Insert static date stamp
 F5	Turn Format Tags On/Off
 F6	UnCenter Text
 F7	Expand document
 F8	Collapse document
 F9	Gateway to DOS
 F11	Jump to named headline
 F12	Unmark suboutline
Ctrl 	Insert document
Ctrl Spacebar	Insert non-breaking space
Ctrl Backspace	Delete word left
Ctrl Home	Go to beginning of outline
Ctrl End	Go to end of outline
Ctrl PgUp	Go to beginning of headline or document
Ctrl Gray -	Return from linked outline

Ctrl	F2	Turn Label On/Off
Ctrl	F3	Reapply auto assign rules to entire outline
Ctrl	F7	Expand everything in suboutline
Ctrl	F8	Collapse all documents in outline
Ctrl	F9	View Harvard Org Charts
Ctrl	F11	Send Mode

Ctrl	1	Indent text
Ctrl	2	Un-Indent text
Ctrl	3	Hanging indent

Ctrl	C	Go down one page	
Ctrl	D	Go right one character	
Ctrl	E	Go up one line	
Ctrl	F	Go right one word	
Ctrl	G	Delete cursor character	
Ctrl	H	Backspace	
Ctrl	I	Insert tab	
Ctrl	K	B	Mark text
Ctrl	K	C	Copy text
Ctrl	K	J	Delete Files
Ctrl	K	P	Print
Ctrl	K	Q	Quit
Ctrl	K	S	Save
Ctrl	K	V	Cut
Ctrl	K	X	Close active window
Ctrl	K	Y	Delete current character or block
Ctrl	L	Repeat last search	
Ctrl	P	N	Clear italics, boldface, underline
Ctrl	P	O	Insert non-breaking space
Ctrl	P	R	Start italics
Ctrl	P	S	Start underline
Ctrl	P	Y	Start boldface
Ctrl	Q	Del	Delete to beginning of line
Ctrl	Q	A	Find/Replace text
Ctrl	Q	C	Go to end of the outline
Ctrl	Q	D	Go to first line on screen

Ctrl Q F	Find/Replace text
Ctrl Q R	Go to beginning of outline
Ctrl Q X	Go to last line of outline
Ctrl Q Y	Delete to end of line
Ctrl R	Go up one page
Ctrl S	Go left one character
Ctrl T	Delete word right
Ctrl V	Set insert or overtype mode
Ctrl X	Go down one line
Ctrl Y	Delete line
Alt Spacebar	Clear italics, boldface, and underline
Alt ←→	Switch to next window
Alt Home	Go up one level to beginning of suboutline
Alt End	Go down multiple levels to end of suboutline
Alt ↑	Go up one headline in the same level
Alt ↓	Go down one headline in the same level
Alt →	Go down one headline, regardless of level
Alt ←	Go up one headline, regardless of level
Alt PgUp	Go to first line in the same level
Alt PgDn	Go to the last line in the same level
Alt ←→	Insert subhead
Alt Gray +	Expand document
Alt Gray -	Collapse document
Alt [Hoist
Alt]	De-Hoist
Alt /	Insert hard page break
Alt \	Undo last delete
Alt -	Stop Macro
Alt =	Begin Macro
Alt >	Collapse subheads
Alt <	Expand subheads
Alt F1	Check Spelling
Alt F2	Insert filename stamp
Alt F3	Insert live time stamp
Alt F4	Insert live date stamp

Alt F6	Center text
Alt F7	Expand all subheads in suboutline
Alt F8	Collapse all documents in suboutline
Alt F9	View Harvard Graphics slides
Alt F10	Initialize mouse
Alt F11	Name Headline
Alt F12	Mark subheads
Alt 5	Move mode (<i>NOTE: use 5 in numeric keypad</i>)
Alt A	Repeat last search
Alt B	Start boldface
Alt C	Copy
Alt D	Font
Alt E	Custom Indents and Margins
Alt F	Find/Replace text
Alt G	Gather marked headlines
Alt I	Start italics
Alt J	Join headlines
Alt K	Divide headline
Alt M	Move Mode
Alt N	Autoname headline
Alt O	Open outline
Alt P	Print
Alt Q	Quit GrandView
Alt R	Sort subheads
Alt S	Save
Alt T	Turn Format Tags On/Off
Alt U	Start underline
Alt V	Paste
Alt X	Cut
Alt Z	Zoom
Alt 1	Chose Window 1
Alt 2	Chose Window 2
Alt 3	Chose Window 3
Alt 4	Chose Window 4

Alt	5	Chose Window 5
Alt	6	Chose Window 6
Alt	7	Chose Window 7
Alt	8	Chose Window 8
Alt	9	Chose Window 9
Alt	0 (zero)	Close active window

Keyboard Commands Not Assigned to Any Function

The keyboard commands that are not assigned to a GrandView function are listed below. You can assign any of these commands to a GrandView function or to a macro.

Ctrl	F1	Ctrl	W	Ctrl	>
Ctrl	F10	Ctrl	Z	Ctrl	9
Ctrl	B	Ctrl	`	Alt	H
Ctrl	J	Ctrl	=	Alt	R
Ctrl	N	Ctrl	:	Alt	`
Ctrl	O	Ctrl	/	Alt	*
Ctrl	U				

FOR MORE INFORMATION ON	SEE ALSO
Customizing keyboard commands	<i>Key Options</i>
Creating macros	<i>Macros</i>

APPENDIX B:

INFORMATION FOR GRANDVIEW 1.X, THINKTANK, AND READY! USERS

This appendix describes the GrandView features that are new, or different from those available in GrandView 1.x, ThinkTank and Ready!.

Information for GrandView 1.x Users


GrandView 2.0 has many new and exciting features. While these new features were designed to be easy to use, there are some changes that may affect the way you use GrandView. This section summarizes those changes.

USING MENUS








GrandView 2.0 has a new menu system, that is easier to use and more attractive. Some commands have new names or new menus. If you have created macros with GrandView 1.x, you may need to edit them before they will work properly with the new menus.

The following table provides a brief description of each menu:

<i>File</i>	Contains commands used for file operations, such as New, Open, Save, Delete Files, Link, etc. The File menu also contains the Print and Macros commands.
<i>Edit</i>	Contains commands used for editing text, such as Cut, Copy, Paste, Mark Text, etc. The Edit menu also includes the Spelling Check, Stamp, and Special Characters commands.
<i>Window</i>	Contains commands used for arranging the windows on GrandView's screen, such as Zoom, Move/Size, Tile, etc.





View	Contains commands used for viewing information in different ways, such as Calendar View, Category View, Document View, Turn Columns On/Off, Column Options, etc.
Reorganize	Contains commands used for reorganizing the structure of outlines, such as Move, Promote, Mark, Gather, Sort, Prioritize, etc.
Outline	Contains commands used to create and use outlines, such as Insert Headline, Expand, Collapse, Name Headline, etc. The Outline menu also contains the Labels command and the Templates command.
Layout	Contains commands used to format text and outlines, such as Font, Style, Page Margins, Headers/Footers, etc.  NOTE: The Print command is located on the File menu.
Categories	Contains commands used to create and modify categories and assignments, such as Create Category, Manual Assign, Auto Assign, Quick Assign, etc.
Setup	Contains commands used to configure GrandView's operation, such as Autosave, Backups, Key Options, Colors, Printer Setup, etc.

As you browse through the menus, note the following:

- Some commands are *submenus*. Submenus are indicated by a right pointing triangle to the right of the command name. To display a submenu, use the arrow keys to select it on the menu, and press . If you are using a mouse, click once on the command name.
- Key commands are spelled out. For example, the keyboard command for Save,  , is listed as {Alt-S}.
- Keyboard commands can be customized with the Key Options command on the Setup menu. For example, you can change the keyboard command for Save from   to  . When you change a keyboard command with the Key Options command, GrandView changes the keys displayed on the menu to match the new keyboard command that you have created.

CREATING HEADLINES AND DOCUMENTS

In GrandView 2.0 the return key can be used to create a new headline or a new line (i.e., a document). The operation of the return key can be specified with the Special Keys command, located on the Setup menu’s Key Options submenu. The following table lists the two options and their functions:

OPTION NAME	FUNCTION	COMMENTS
Ret=New Headline; Ctrl Ret=New Line	 creates a new headline  creates a document	This is the default setting for GrandView 2.0
Ctrl-Ret=New Headline; Ret=New Line	 creates a new headline  creates a document	GrandView 1.x uses this option

NOTE: *Regardless of which option you select, a carriage return always creates a new line when you are working in Document View and when you are editing custom headers and footers.*

USING MULTIPLE HOME HEADLINES

In GrandView 1.x there was an option in the Preferences dialog box for enabling the use of Multiple Home Headlines. When this option was on, you could create more than one headline at the first level of the outline. When the option was off, you could create only one headline at the first level of the outline. In GrandView 2.0 the Multiple Home Headline option has been removed from the Preference dialog box. This means that you can always create more than one first-level headline.

USING PARAGRAPH FORMATS

In GrandView 1.x you could use the Paragraph Format command to create and save custom paragraph formats. In GrandView 2.0 you can use the Custom command on the Layout menu's Indent submenu to specify custom paragraph margins (first-line indent, left indent, and custom right margin). You cannot save custom margins to a named paragraph format as you could in GrandView 1.x.

Information for ThinkTank and Ready! Users

Like ThinkTank and Ready!, GrandView is an outline processor produced by Symantec Corporation for the IBM personal computer. If you have learned ThinkTank or Ready!, you should feel quite at home using GrandView, because GrandView does everything ThinkTank and Ready! does and more. As you work with GrandView, you will find that there are many new commands to learn and that some old commands are performed in different ways.

WORKING WITH MULTIPLE HOME HEADLINES

ThinkTank, Ready!, and GrandView organize information in a hierarchical outline, in which subheadlines are indented below their parent headlines. GrandView hasn't changed the basic structure of the outline, but it has added many improvements for manipulating and working with outlines.

There is one major difference in GrandView's outline structure, however. In ThinkTank and Ready!, you can have only one headline at the *home*, or top, level. All other headlines in the outline must be subordinate to the home headline. In GrandView, you can have multiple headlines at the home level. You are no longer limited to a single home headline.

If you choose to create outlines with more than one home headline in GrandView, there is not effectively a Level 0 headline. All headlines farthest to the left in the outline are at Level 1. In ThinkTank and Ready!, you can ensure that the scope of a command affects the entire outline by choosing the home headline and performing the command. When you are using multiple home headlines in GrandView, you use the block commands to include the entire outline in the scope of a command. For more information on block commands, see *Mark Text*, in the Reference section.

USING MENUS

ThinkTank and Ready!'s commands are organized around a menu bar that appears at the bottom of the screen. They have a Main command menu and a Secondary command menu.

In GrandView, commands are arranged in a series of pull-down menus that appear at the top of the screen. You access the menus in one of two ways:

- Press **F9** to open the last-used menu, then use **→** and **←** to open the menu you want. Press **↓** and **↑** to choose a command from the open menu.
- Press **F10**, then type the first letter of the menu you want to open. Press **↓** and **↑** to choose a command from the open menu.

CREATING HEADLINES AND DOCUMENTS

ThinkTank limits headlines to only 76 characters. Ready! wraps headlines, but does not allow you to create documents of text. GrandView lets you create headlines that are longer than one line. In fact, one headline (or a headline and an attached document) can contain up to 64K of text. GrandView automatically wordwraps both headline and document text. This represents a major difference between the outlining products.

The ways in which you create headlines and documents in GrandView, ThinkTank, and Ready! differ in the following ways:

- In ThinkTank, you press **F5** to enter the Document Editor. This opens a document underneath the selected headline. (Ready! does not have documents attached to headlines.) To create a new document in GrandView, you press **Ctrl** **←** at the end of the headline.
- In ThinkTank and Ready!, you press **Ins** to start entering new headlines. In GrandView, press **←** to create a new headline. If you want to create a new headline that is subordinate to the current headline, press **Alt** **←**.

EDIT MODE AND OUTLINE MODE

In ThinkTank and Ready! you work with an outline in one of two different modes. In Outline mode, you move the *barcursor* around the outline to select the suboutline you want to work with. In Edit mode, you actually edit the text of the outline.

In GrandView you can change information in both headlines and documents without switching modes. To edit a headline or a document, you simply position the cursor and begin typing. You can emulate ThinkTank and Ready!'s Outline mode by pressing a % (on the numeric keypad) in GrandView. This extends GrandView's single-character cursor to a full-length barcursor, which extends over the entire text of a headline.

MOVING THE CURSOR

In ThinkTank and Ready! you use the cursor arrow keys to move the barcursor around the outline, according to outline structure. In GrandView, the cursor arrow keys move the single-character cursor around in the outline. If you prefer to use the barcursor to navigate through the outline, press **Alt** **5** (on the numeric keypad). This will change the single character cursor to a long barcursor that will stretch across the entire length of the headline in GrandView.

In GrandView, the cursor arrow keys will move the single-character cursor one character position at a time through the outline. If you prefer to move the cursor according to outline structure, use the **Alt** key in combination with the cursor arrow keys. This will move the cursor according to the outline structure and might be more familiar to you as a ThinkTank or a Ready! keyboard commands user.

STRUCTURE SYMBOLS

ThinkTank and Ready!'s leader characters are called *structure symbols* in GrandView. As in ThinkTank and Ready!, plus (+) and minus (–) signs appear on the left side of the screen to indicate whether the headline contains subordinate headlines. In GrandView, a plus sign in intense video (or in a different color) indicates that subordinate headlines are expanded on the screen.

GrandView also uses two structure symbols that appear on the right side of a headline or document:

- A diamond (◆) indicates that you have pressed **Ctrl** **←** to create a new document or a new document paragraph.
- A down-arrow (↓) indicates that the headline has a document that is collapsed and hidden from view.

EXPANDING AND COLLAPSING

As with ThinkTank and Ready!, **Gray +** and **Gray -** expand and collapse headline information in GrandView. If you don't have **Gray +** and **Gray -** keys on your keyboard, you can use **F7** to expand headlines and **F8** to collapse headlines. In addition, the **Alt Gray +** and **Alt Gray -** keys expand and collapse documents. You can also use the **⇧ F7** and **⇧ F8** keys to expand and collapse documents.

USING HEADLINE LABELS

In ThinkTank you are limited to one style of labeling, available only when you print your outline. Ready! does not allow you to add labels to your printed outline. GrandView lets you choose a variety of onscreen styles for your headline labels. GrandView comes with several preconfigured styles, or you can create your own custom labels.

EDITING AN OUTLINE

This section describes some of the editing techniques that will work differently for you as a ThinkTank or Ready! user.

Selecting and Using Blocks

While both ThinkTank and Ready! require that you work with entire suboutlines, GrandView lets you select a block of text that contains any portion of an outline. You can select part of a headline, a few headlines within a suboutline, or a complete suboutline. You can use a variety of commands to manipulate the text and headlines in a block. For example, you can print, sort, mark, gather, delete, or format any block of text in an outline.

Using the Clipboard

You can use GrandView's clipboard with both document text and blocks of headline text. This gives you more flexibility in copying and moving text around in the outline and between outlines. In ThinkTank, the clipboard is available only to move text from one document to another. It cannot move headline text. In GrandView, however, clipboard material is not saved on disk between sessions. (There is no clipboard functionality in Ready!)

MOVING AND REORGANIZING

GrandView lets you view an outline in different ways, because it has so many commands that move headlines and reorganize an outline.

Moving Headlines

GrandView contains a submenu of eleven commands that let you move the current headline and any subordinate information. As a ThinkTank or Ready! user, you might find using the Move Mode command most familiar to you.

To move a document without the headline to which it is attached, you must use the Mark Text command to select the text and then use the Copy or Cut commands.

Cloning Headlines

Unlike ThinkTank, GrandView clones only the text of the current headline and *not* its structure. This means that if you add a headline underneath one clone, it will *not* appear underneath the other clones. This affects files that you import from other Symantec products that use clones, such as ThinkTank for the IBM PC, and MORE and ThinkTank for the Macintosh. If you open a ThinkTank or MORE file in GrandView, the clones are retained but adhere to the GrandView's cloning rules.

Unlike ThinkTank, however, GrandView allows you to place a clone anywhere in the outline. For example, you can place the clone under other clones, or under a clone of itself.

In GrandView, the Clone command is available to you only through the Send Mode command and the Gather command. You cannot clone a headline in GrandView without using one of these two commands.

Marking and Gathering

GrandView expands the marking and gathering functions of ThinkTank to let you specify the exact destination of marked headlines. You can place the marked headlines under a new headline, or as subheadlines of an existing headline, or at the same level as an existing headline.

Using A Mouse with GrandView

ThinkTank does not support a mouse. GrandView extends the mouse functionality of Ready! and lets you use a mouse to choose commands from menus, make selections in dialog boxes, select blocks of text, scroll through the outline, change the size and placement of windows, and so on. Using a mouse is often much quicker than typing on a keyboard. As there is no distinction between Outline mode and Edit mode in GrandView, using the right and left buttons for these purposes, as in Ready!, is not relevant. For details on how to use the mouse in GrandView, see *Appendix C, Using a Mouse with GrandView*.

Using Outline Windows

GrandView lets you open up as many as nine outlines at once, while both ThinkTank and Ready! limit you to one open outline. In GrandView, you can change the size of outline windows and arrange them on the screen in a variety of ways. You can save this arrangement of related outlines as a “window setup” that you can retrieve and use again.

Backing Up Your Outlines

There is no Port command in GrandView. GrandView has a number of features that automatically help you to protect your work:

- GrandView saves your outlines automatically at specified time intervals. (This is called an *autosave*.)
- It creates backup copies of all of your outline files.
- It saves all of your open outlines.
- It reverts to the previously saved version of an outline and erases your current changes.

Importing and Exporting Files

GrandView enables you to read and write a variety of file formats that are compatible with other software products. GrandView can also open ThinkTank .DB files and Ready! .RDY files directly, by using the Open command or the Import command.



Files must have the correct extension in order to be recognized by GrandView. A Ready! file must have the extension .RDY to be opened by GrandView. A ThinkTank file must have the extension .DB to be opened by GrandView.

Outline Size

In ThinkTank, outlines are limited by the space available on the disk, so that the maximum outline size is 4.2 megabytes. In Ready!, outlines are limited to either 16K or 32K, depending on how you have configured the program in the CONFIG.RDY file.

In GrandView, outlines are limited by the amount of memory available at the time. Therefore, the maximum size of a GrandView outline is smaller than that of a ThinkTank outline. GrandView compensates for this by performing faster than ThinkTank and by letting you open up as many as nine outlines at once.

If you have ThinkTank files that are larger than the amount of free memory when GrandView is loaded (about 400K in a 640K system), it is recommended that you use a special utility called DBSPLIT that comes on GrandView's Utility disk. DBSPLIT divides a large ThinkTank outline into smaller outlines that you can use with ThinkTank or GrandView. This utility breaks up a ThinkTank outline into as few outlines as possible. It can create as many as 35 GrandView outlines from a single ThinkTank outline. As DBSPLIT creates new, smaller outlines, it assigns filenames using these conventions:

- It keeps the first six characters of the original outline's filename.
- The next character is an outline number from 1 to 9.
- The last character is a letter from A to Z.
- The filenames end with an extension of .DB.

For example, if you split an outline named PROPOSAL into three smaller outlines, their names will be as follows:

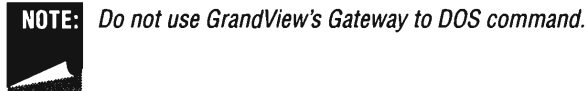
PROPOS1A.DB


PROPOS2A.DB


PROPOS3A.DB

To split a large ThinkTank file into smaller outlines:

1. Quit GrandView, and exit to DOS.



2. At the DOS prompt, type the following command, and press .

```
C> DBSPLIT <outline name> 
```

For example, to split an outline named PROPOSAL, type

```
C> DBSPLIT PROPOSAL 
```

As DBSPLIT breaks up the file, it displays the name of each of the files it creates. This utility also displays the starting headline for each new outline, so that you know where the original outline was split.

Learning GrandView

As you can see from the preceding descriptions, GrandView has many new commands—some of which were suggested by ThinkTank and Ready! users. So let us know what you think! To learn how to use GrandView quickly, we recommend that you follow these steps:

1. Take a tour through the Tutorials. They will help you to learn how GrandView works.
2. Read through *Making the Most of GrandView*. It will help you understand how you can use GrandView to be more productive.
3. To learn more about a specific command, look up the associated discussion in the *Reference Guide*.
4. To open a ThinkTank or Ready! outline in GrandView, see *Import* in the Reference section.


APPENDIX C: USING A MOUSE WITH GRANDVIEW

If you have a mouse connected to your computer, GrandView detects it automatically.



NOTE:

If you don't want to use the mouse, you can inactivate it by using the /M parameter when you start GrandView. To inactivate the mouse, type the following command at the DOS prompt:

C>GV/M 

If you use a mouse, you will see both a mouse cursor and a text cursor on the screen. Every time you move the mouse, the mouse cursor moves on the screen.




NOTE:


You can change the size of the mouse cursor by using the Preferences command, located on the Setup menu.

In this appendix, you will learn how you can use the mouse to do the following:

- Select commands from menus
- Fill in dialog boxes
- Scroll through an outline
- Move headlines
- Select blocks, mark, and gather
- Expand and collapse subheadlines and documents
- Change windows
- Customize the mouse buttons

To perform these functions, you use the mouse in different ways. It is important to note that for some commands you use just the right button, for some you use just the left button, and for some you use either button. (If your mouse has three buttons, the middle button is inactive.)

- To *click*, depress a mouse button, and release it quickly.
- To *double-click*, click a mouse button twice in quick succession.
- To *click and drag*, hold down a mouse button, and move the mouse.
- To use the mouse in combination with , **Ctrl**, or **Alt**, hold down one of those keys, click a mouse button, then release the key.

 **NOTE:** *You can set the double-click speed by using the Setup menu's Preferences command.*

Selecting Commands from Menus

You can use a mouse with GrandView's menus in the following ways.

To open a menu

- Position the mouse in the menu bar, and click either mouse button.
To select a command from the open menu, move the mouse down to highlight the selection that you want, and click either button.

To open a menu and select a command in another way

- Position the mouse cursor in the menu bar, and hold down either button. This opens a menu.
Drag the mouse down until the command you want is highlighted, and then release the mouse button.

To select a submenu

- Position the mouse on the submenu, and click either mouse button.
Or, you can drag the mouse to the right of the command until GrandView displays the submenu. Then, drag the mouse up or down the submenu to select a command.

To browse through the contents of several menus

- Position the mouse cursor in the menu bar, click either mouse button, and drag the mouse across the menu bar at the top of the screen.

To close an open menu

- Move the mouse outside any menu, and click either button.

To open the last-used menu

- Click the left button in the status line at the bottom of the screen. (This functions the same as **F9**.)

Using Dialog Boxes

You can use the mouse with dialog boxes in the following ways:

To move the cursor to an entry field

- Click either mouse button in the field.

To select an item from a list box

- Double-click either mouse button on the item. (This functions the same as pointing to the item and pressing **↵**.)


To move the cursor into a list box

- Click either mouse button inside the list box.

To scroll forward through a list box

- Hold down either mouse button in the lower half of the left or right border of the list box. Release the mouse button to stop scrolling. (This functions the same as **↓**.)

To scroll backward through a list box

- Hold down either mouse button in the upper half of the left or right border of the list box. Release the mouse button to stop scrolling. (This functions the same as )

To go to the beginning of a list

- Click either mouse button in the upper border of the list box.

To go the end of a list

- Click either mouse button in the lower border of the list box.


To choose a radio button

- Click either mouse button on the radio button.

To choose a radio button and close the dialog box

- Double-click either mouse button on the radio button.

To toggle a check box

- Click either mouse button on the box. (This functions the same as pressing )

To toggle a check box and close the dialog box

- Double-click either mouse button.

To display a pop-up menu

- Hold down the mouse button on the name.

To close a pop-up menu

- Release the mouse.

To display a pop-up menu and leave it displayed

- Hold down the mouse button on the name of the menu until the menu is displayed, and then move the cursor outside the menu and release the mouse button.

To choose an item from a pop-up menu

- Hold down the mouse button, move the mouse up and down the menu, and double click to select the item.

To choose a button

- Click either mouse button.


Scrolling Through an Outline

You can use the mouse to scroll through GrandView outlines in the following ways:


To move the cursor to a particular place in the text

- Click either mouse button.



To scroll forward through the outline

- Hold down either button in the lower half of the left or right window border. Release the mouse button to stop scrolling. (This functions the same as )

To scroll backward through the outline

- Hold down either button in the upper half of the left or right window border. (This functions the same as )

To go to the end of the outline

- Double-click either button in the lower half of the left or right window border. (This functions the same as  )

To go to the beginning of the outline

- Double-click either button in the upper half of the left or right window border. (This functions the same as **Ctrl** **Home**.)

Moving Headlines

You can use the mouse to move headlines and reorganize outlines in the following ways:

To move a headline to the left

- Hold down **⇧**, and click the left button on the headline. (This functions the same as the Move Left command.)

To move a headline to the right

- Hold down **⇧**, and click the right button on the headline. (This functions the same as the Move Right command.)

To move a suboutline underneath another headline

1. Hold down either button to the left of the headline that you want to move, then drag the mouse to the new location.

The screen scrolls as necessary.

2. Release the mouse button to move the original headline below the current headline.
 - If the current headline has no expanded subheadlines, GrandView places the moved headline below the current headline and at the same level.
 - If the current headline has expanded subheadlines, the moved headline becomes the first subheadline of the current headline.

Selecting, Marking, and Gathering

You can use the mouse to select text and to mark and gather headlines by doing the following:

To select a block

- Hold down either button at the first character that you want to select, and then drag the mouse to the last character. (This functions the same as the Mark Text command.)

To extend a block

- Hold down **Alt** and hold down either mouse button, and move the mouse. Release the mouse button to stop enlarging the block.

To choose the Gather command

- Hold down **Alt** and click the left button on the headline where you want to insert the gathered headlines.

Expanding and Collapsing

You can use the mouse to expand and collapse headlines and documents in the following ways:

To expand or collapse subheadlines

- Use the left button to double-click on the left of the headline. This functions like a toggle.

To expand or collapse documents

- Use the right button to double-click on the left of the headline. This also functions like a toggle.

To expand the entire suboutline

- Hold down **Ctrl**, and click the left mouse button.

To collapse the suboutline

- Hold down **Ctrl**, and click the right mouse button.

Changing Windows

You can use the mouse to change windows in the following ways:

To switch to another window

- Click either mouse button in that window.

To cycle to the next window

- Click the right mouse button on the status line. (This functions the same as **Alt** **←**.)

To close a window

- Click either mouse button on the window number. (This functions the same as **Alt** **0** [zero].)

To zoom in or out on a window

- Click either mouse button on the outline name. (This functions the same as the Zoom command on the Window menu.)

To change the size of a window

- Click and drag the lower border. (This functions the same as the Size option of the Move/Size command on the Window menu.)

To change the placement of a window on the screen

- Click and drag the upper border. (This functions the same as the Move option of the Move/Size command.)

Customizing the Mouse Buttons

You can use the Key Options command to assign GrandView commands and macros to unused combinations of the mouse and modifier keys. (The modifier keys are **Alt**, **↑**, and **Ctrl**.) For example, you can have GrandView execute a macro whenever you hold down **Ctrl** and click the left mouse button.

For information about customizing the mouse buttons, see *Key Options*, in the Reference section.

FOR MORE INFORMATION ON	SEE ALSO
Changing the double-click speed	<i>Preferences</i>
Changing the size of the mouse cursor	<i>Preferences</i>
Customizing mouse assignments	<i>Key Options</i>

APPENDIX D:

GRANDVIEW PRINTER DRIVERS

GrandView supports over 200 printers. The following table lists the printers that GrandView supports, the emulation and/or cartridges used (if any), and the filenames of the printer drivers. Printers are organized by manufacturer and model.

To install printer drivers you can use the Installation program, or you can simply copy the appropriate printer driver file from the Printer Driver disk into your GrandView subdirectory. For more information on installing printers see *Installing GrandView*, (in Section 1) and *Printer Setup* (located in the Reference Section).

NOTE: *PostScript printers require both the POST.PDV and the POST.INI files.*

	MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
A	ACER		
	LP-76	LaserJet II	HPL2.PDV
	ALPS		
	Allegro 24	Epson LQ-2500	EPSLQ25.PDV
	ASP1000	Epson FX-85	EPSONFX.PDV
	P2424C	Epson FX	EPSONFX.PDV
	P2424C	Epson LQ-2500	EPSLQ25.PDV
	LPX600	LaserJet Plus	HPL2.PDV
	AEG OLYMPIA		
	NP80-24	Epson LQ	EPSLQ800.PDV
	NP80-24	ProPrinter	IBMX24.PDV
	NP136-24	Epson LQ	EPSLQ800.PDV
	NP136-24	ProPrinter	IBMX24.PDV
	Laserstar 6	LaserJet Plus	HPL2.PDV

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
AGFA		
P3400 PS	PostScript	POST.PDV, POST.INI *
P3400 PS	LaserJet II	HPL2.PDV
		* Install both drivers listed
AMSTRAD		
DMP3000	Epson FX-80	EPSONFX.PDV
DMP3000	ProPrinter	IBMPRO.PDV
LQ3500	Epson FX-80	EPSONFX.PDV
LQ3500	ProPrinter X24	IBMX24.PDV
APPLE		
LaserWriter	None	POST.PDV, POST.INI *
LaserWriter+	None	POST.PDV, POST.INI *
LaserWriter IINT	None	POST.PDV, POST.INI *
LaserWriter IINTX	None	POST.PDV, POST.INI *
		* Install both drivers listed
AT&T		
570	ProPrinter	IBMPRO.PDV
570	Epson FX-80	EPSONFX.PDV
BLUE CHIP		
M200/NLQ	ProPrinter	IBMPRO.PDV
M200/NLQ	Epson FX-80	EPSONFX.PDV
BROTHER		
M-1724L	Epson LQ	EPSLQ800.PDV
M-1724L	ProPrinter	IBMPRO.PDV
M-2518	Epson FX	EPSONFX.PDV
M-2518	ProPrinter XL	IBMPRO2.PDV
M-1809	Epson-EX	EPSONEX.PDV
M-1909	Epson-EX	EPSONEX.PDV
M-1824L	Epson-LQ850	EPSLQ800.PDV
M-1924L	Epson-LQ850	EPSLQ800.PDV
HL-8	LaserJet Plus	HPL2.PDV
HL-8e	LaserJet II	HPL2.PDV
HL-8e	PostScript	POST.PDV, POST.INI *

B

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GRANDVIEW

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
HL-8PS	LaserJet II	HPL2.PDV
HL-8PS	PostScript	POST.PDV, POST.INI *
* Install both drivers listed		

C

CAMINTONN

TurboLaser/PS-Plus 3	PostScript	POST.PDV, POST.INI *
TurboLaser/PS-Plus 3	LaserJet II	HPL2.PDV
* Install both drivers listed		

CANON

BJ-130	NEC P7	NECP6.PDV
BJ-130	ProPrinter	IBMPRO.PDV
LBP-8III	None	CANON8.PDV
LBP-4	None	CANON8.PDV

CITIZEN

MSP-40	Epson FX	EPSONFX.PDV
MSP-40	ProPrinter	IBMPRO.PDV
MSP-55	Epson FX	EPSONFX.PDV
MSP-55	ProPrinter	IBMPRO.PDV
Tribute 124	Toshiba 351	TOSH351.PDV
Tribute 124	Epson LQ	EPQLQ800.PDV
Tribute 124	ProPrinter	IBMPRO.PDV
Overture 110	Epson FX	EPSONFX.PDV
GSK-140	ProPrinter X24	IBMX24.PDV
GSK-140	Epson LQ-1500	EPQLQ800.PDV

C.ITOH

CI-2500	ProPrinter	IBMPRO.PDV
Jet-Setter II	LaserJet II	HPL2.PDV
LIPS II	LaserJet Plus	HPL2.PDV
5000	ProPrinter	IBMPRO.PDV
5000	Epson FX	EPSONFX.PDV

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
D		
DATAPRODUCTS		
SI-480	ProPrinter	IBMPRO.PDV
9044	Epson LQ	EPSLQ800.PDV
LZR-1260	PostScript	POST.PDV, POST.INI *
LZR-1260	LaserJet Plus	HPL2.PDV
LZR-650	LaserJet II	HPL2.PDV
LZR-650	Epson FX-80	EPSONFX.PDV
* Install both drivers listed		
DESKTOP SYSTEMS		
Desktop Laser Beam	LaserJet II	HPL2.PDV
Desktop Laser Beam	LaserJet Plus	HPL2.PDV
DICONIX		
Diconix-150	None	DCX150.PDV
Diconix-300	None	DCX150.PDV
Diconix-300w	None	DCX150.PDV
EPSON		
E		
EX-800	None	EPSONEX.PDV
EX-1000	None	EPSONEX.PDV
FX-80	None	EPSONFX.PDV
FX-80+	None	EPSONFX.PDV
FX-85	None	EPSONFX.PDV
FX-86e	None	EPSFX86E.PDV
FX-100	None	EPSONFX.PDV
FX-100+	None	EPSONFX.PDV
FX-185	None	EPSONFX.PDV
FX-286	None	EPSONFX.PDV
FX-286e	None	EPSFX86E.PDV
FX-850	None	EPSFX86E.PDV
FX-1050	None	EPSFX86E.PDV
JX-80	None	EPSONJX.PDV
LX-80	None	EPSONLX.PDV
LX-86	None	EPSONLX.PDV
LX-90	None	EPSONLX.PDV
LX-800	None	EPSONLX.PDV
LX-810	None	EPSONLX.PDV

GRANDVIEW

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
MX-80	None	EPSONMX.PDV
MX-100	None	EPSONMX.PDV
RX-80	None	EPSONRX.PDV
RX-100	None	EPSONRX.PDV
LQ-500	None	EPSLQ800.PDV
LQ-510	None	EPSLQ800.PDV
LQ-800	None	EPSLQ800.PDV
LQ-850	None	EPSLQ800.PDV
LQ-950	None	EPSLQ800.PDV
LQ-1000	None	EPSLQ800.PDV
LQ-1050	None	EPSLQ800.PDV
LQ-1500	None	EPSLQ800.PDV
LQ-2500	None	EPSLQ25.PDV
LQ-2550	None	EPSLQ800.PDV
EPL-6000	LaserJet II	HPL2.PDV
DFX-5000	Epson FX	EPSONFX.PDV

F

FACIT

B2400	ProPrinter X24	IBMX24.PDV
B2400	Epson LQ-1500	EPSLQ800.PDV

FORTIS

DP600P	PostScript	POST.PDV, POST.INI *
DP600S	HP LaserJet II	HPL2.PDV
DM2210	Epson FX	EPSONFX.PDV
DM2210	ProPrinter	IBMPRO.PDV
DM2215	Epson FX	EPSONFX.PDV
DM2215	ProPrinter	IBMPRO.PDV
DQ4110	Epson LQ-1500	EPSLQ800.PDV
DQ4110	ProPrinter	IBMPRO.PDV
DQ4210	Epson LQ-1500	EPSLQ800.PDV
DQ4210	ProPrinter	IBMPRO.PDV

* Install both drivers listed

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
FUJITSU		
DL5600	Epson FX	EPSONFX.PDV
DL5600	ProPrinter	IBMPRO.PDV
RX7100	LaserJet Plus	HPL2.PDV
RX7100PS	PostScript	POST.PDV, POST.INI *
RX7200	LaserJet Plus	HPL2.PDV
RX7300E	LaserJet Plus	HPL2.PDV
* Install both drivers listed		

HEWLETT-PACKARD



LaserJet	No cartridge	HPL2.PDV
LaserJet+	A Cartridge	HPL2A.PDV
LaserJet II	B Cartridge	HPL2B.PDV
LaserJet IID	C Cartridge	HPL2C.PDV
LaserJet IIP	D Cartridge	HPL2D.PDV
	E Cartridge	HPL2E.PDV
	F Cartridge	HPL2F.PDV
	G Cartridge	HPL2G.PDV
	H Cartridge	HPL2H.PDV
	K Cartridge	HPL2K.PDV
	L Cartridge	HPL2L.PDV
	M Cartridge	HPL2M.PDV
	N Cartridge	HPL2N.PDV
	P Cartridge	HPL2P.PDV
	Q Cartridge	HPL2Q.PDV
	R Cartridge	HPL2R.PDV
	T Cartridge	HPL2T.PDV
	U Cartridge	HPL2U.PDV
	Y Cartridge	HPL2Y.PDV
	Z Cartridge	HPL2Z.PDV
	Microsoft Cartridge	HPL2Z.PDV
	IQ-Super Cartridge I	HPL2IQ1.PDV
	ProCollection Cartridge	HPL2PRO.PDV
	Pacific Data 25-in-1 Cartridge	HPL25.PDV
	AC Soft Font†	HPL2_AC.PDV
	AE Soft Font†	HPL2_AE.PDV
	DA Soft Font†	HPL2_DA.PD
	EA Soft Font†	HPL2_EA.PDV

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
	AD Soft Font†	HPL2_AD.PDV
	S1 Cartridge††	HPL2S1.PDV
	ProCollection Cartridge††	HPL2PRO.PDV
	WordPerfect Cartridge††	HPL2WP.PDV
	Text Equations Cartridge††	HPL2TE.PDV
	Forms etc. Cartridge††	HPL2FE.PDV
	Global Text Cartridge††	HPL2GT.PDV
	Persuasive Presentations Cartridge††	HPL2PP.PDV
	Polished Worksheets Cartridge††	HPL2PW.PDV
	PacificPage PostScript Cartridge††	POST.PDV, POST.INI *
	† not available on the LaserJet	* Install both drivers listed
	††not available on the LaserJet or the LaserJet Plus	
LaserJet III	None	HPL3.PDV
DeskJet	A Cartridge	HPDESKA.PDV
DeskJet+	B Cartridge	HPDESKB.PDV
	C Cartridge	HPDESKC.PDV
	D Cartridge	HPDESKD.PDV
	E Cartridge	HPDESKE.PDV
	F Cartridge	HPDESKF.PDV
	G Cartridge	HPDESKG.PDV
	H Cartridge	HPDESKH.PDV
	J Cartridge	HPDESKJ.PDV
	M Cartridge	HPDESKM.PDV
	MP Cartridge	HPDESKMP.PDV
	Q Cartridge	HPDESKQ.PDV
PaintJet	None	HPPAINT.PDV
QuietJet	None	HPQUIET.PDV
RuggedWriter	LaserJet	HPL2.PDV
RuggedWriter	Epson LQ	EPSLQ800.PDV
ThinkJet	None	HPTHINK.PDV

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
HYUNDAI		
HDP-910	Epson FX	EPSONFX.PDV
HDP-920	Epson FX	EPSONFX.PDV
HDP-1810	Epson FX	EPSONFX.PDV
HDP-1820	Epson FX	EPSONFX.PDV
IBM		
Graphics	None	IBMGRA.PDV
ProPrinter	None	IBMPRO.PDV
ProPrinter II	None	IBMPRO2.PDV
ProPrinter XL	None	IBMPRO2.PDV
ProPrinter X24	None	IBMX24.PDV
ProPrinter X24E	None	IBMX24.PDV
ProPrinter XL24	None	IBMX24.PDV
ProPrinter XL24E	None	IBMX24.PDV
ProPrinter III	None	IBMPRO2.PDV
ProPrinter IIIXL	None	IBMX24.PDV
Personal Laser	No cartridge	IBMLP.PDV
	I1255800	I1255800.PDV
	I1255801	I1255801.PDV
	I1255802	I1255802.PDV
	I1255803	I1255803.PDV
	I1255804	I1255804.PDV
	I1255805	I1255805.PDV
	I1255806	I1255806.PDV
	I1255807	I1255807.PDV
	I1255812	I1255812.PDV
	I1255815	I1255815.PDV
	I1255816	I1255816.PDV
	I1255817	I1255817.PDV
	I1255820	I1255820.PDV
	I1255821	I1255821.PDV
	I1255822	I1255822.PDV
	I1255823	I1255823.PDV
	I1255825	I1255825.PDV
	I1255826	I1255826.PDV
	I1255827	I1255827.PDV

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MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
	I1255828	I1255828.PDV
	I1255829	I1255829.PDV
	I1255830	I1255830.PDV
	I1255831	I1255831.PDV
	I1255832	I1255832.PDV
	I1255833	I1255833.PDV
	I1255834	I1255834.PDV
	I1255835	I1255835.PDV
	I1255836	I1255836.PDV
	I1255837	I1255837.PDV
	I1255838	I1255838.PDV
	I1255839	I1255839.PDV
PagePrinter 020	ProPrinter mode	IBMPRO.PDV
PagePrinter 020	PostScript	POST.PDV, POST.INI *
PagePrinter II	ProPrinter mode	IBMPRO2.PDV
PagePrinter II	PostScript	POST.PDV, POST.INI *
Quickwriter	ProPrinter mode	IBMPRO.PDV
		* Install both drivers listed

K

KYOCERA

F-1000A	Epson FX	EPSONFX.PDV
F-1000A	LaserJet II	HPL2.PDV

M

MANNESMANN TALLY

222	Epson LQ	EPSLQ800.PDV
222	ProPrinter XL	IBMPRO2.PDV
230/24	Epson LQ-2500	EPSLQ25.PDV
230/24	ProPrinter	IBMPRO.PDV
340	Epson FX	EPSONFX.PDV
340	ProPrinter	IBMPRO.PDV
905	LaserJet II	HPL2.PDV
910 UPS	LaserJet II	HPL2.PDV
910 UPS	PostScript	POST.PDV, POST.INI *
81	Epson FX	EPSONFX.PDV
81	ProPrinter	IBMPRO.PDV

* Install both drivers listed

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
NCR		
6435	LaserJet II	HPL2.PDV
NEC		
P6	None	NECP6.PDV
P7	None	NECP6.PDV
P8	None	NECP6.PDV
P9	None	NECP6.PDV
3550	None	NEC3550.PDV
Silentwriter LC 890XL	PostScript	POST.PDV, POST.INI *
Silentwriter LC 890XL	LaserJet II	HPL2.PDV
Pinwriter 5200	Epson LQ-2500	EPSLQ25.PDV
Pinwriter P2200XE	Epson LQ-1500	EPSLQ800.PDV
* Install both drivers listed		
OAS		
LaserPro Gold Express	Epson FX	EPSONFX.PDV
LaserPro Gold Express	LaserJet Plus	HPL2.PDV
LaserPro Gold Expresss	ProPrinter	IBMPRO.PDV
LaserPro 1510R	Epson FX	EPSONFX.PDV
LaserPro 1510R	LaserJet Plus	HPL2.PDV
LaserPro 1510R	ProPrinter	IBMPRO.PDV
OKIDATA		
MicroLine-92	None	OKI92.PDV
MicroLine-93	None	OKI92.PDV
MicroLine-192	None	OKI192.PDV
MicroLine-193	None	OKI192.PDV
MicroLine-292	None	OKI292.PDV
MicroLine-293	None	OKI292.PDV
MicroLine-294	None	OKI292.PDV
MicroLine-320	ProPrinter	IBMPRO.PDV
MicroLine-320	Epson FX	EPSONFX.PDV
MicroLine-321	ProPrinter	IBMPRO.PDV
MicroLine-321	Epson FX	EPSONFX.PDV
MicroLine-390	ProPrinter	IBMPRO.PDV
MicroLine-390	Epson LQ	EPSLQ800.PDV
MicroLine-391	ProPrinter	IBMPRO.PDV

N

O

GRANDVIEW

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
MicroLine-391	Epson LQ	EPSLQ800.PDV
MicroLine-393C	Epson LQ	EPSLQ800.PDV
LaserLine-6	None	OKILAS68.PDV
LaserLine-8	None	OKILAS68.PDV
Okilaser 400	LaserJet	HPL2.PDV

P

PANASONIC

LaserPartner	Epson FX	EPSONFX.PDV
LaserPartner	LaserJet Plus	HPL2.PDV
LaserPartner	ProPrinter	IBMPRO.PDV
KX-P1124	Epson LQ-2500	EPSLQ800.PDV
KX-P1124	ProPrinter X24	IBMX24.PDV
KX-P1180	Epson FX	EPSONFX.PDV
KX-P1180	ProPrinter	IBMPRO.PDV
KX-P1191	Epson FX	EPSONFX.PDV
KX-P1191	ProPrinter	IBMPRO.PDV

POSTSCRIPT, OTHER

Standard PostScript	PostScript	POST.PDV, POST.INI *
* Install both drivers listed		

PRINTRONIX

L2324 Report Expediter	LaserJet Plus	HPL2.PDV
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Q

QMS

Kiss Plus 30	Epson FX	EPSONFX.PDV
Kiss Plus 30	LaserJet Plus	HPL2.PDV
Kiss Plus 30	ProPrinter	IBMPRO.PDV
PS 810	None	POST.PDV, POST.INI *
PS 820	None	POST.PDV, POST.INI *
PS 1500	None	POST.PDV, POST.INI *
PS 2200 Model S	None	POST.PDV, POST.INI *
* Install both drivers listed		

APPENDIX D: PRINTER DRIVERS

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
QUME		
CrystalPrint Series II	LaserJet Plus	HPL2.PDV
CrystalPrint WP	LaserJet Plus	HPL2.PDV
ScripTEN	PostScript	POST.PDV, POST.INI *
CrystalPrint Publisher	PostScript	POST.PDV, POST.INI *
* Install both drivers listed		
RICOH		
PC Laser 6000/PS	PostScript	POST.PDV, POST.INI *
PC Laser 6000	LaserJet II	HPL2.PDV
* Install both drivers listed		
SEIKOSHA		
SBP-10AI	Epson LQ	EPSLQ800.PDV
SBP-10AI	ProPrinter	IBMPRO.PDV
SL-130AI	Epson LQ-1000	EPSLQ800.PDV
BP-5460	Epson FX	EPSONFX.PDV
SL-230AI	Epson LQ-1500	EPSLQ800.PDV
SL-230AI	ProPrinter X24	IBMX24.PDV
SP-1600AI	Epson FX	EPSONFX.PDV
SHARP		
JX-9300	Epson FX	EPSONFX.PDV
JX-9300	LaserJet Plus	HPL2.PDV
SIEMENS		
PT 90-12	ProPrinter	IBMPRO.PDV
PT 88S-32	ProPrinter	IBMPRO.PDV

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MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
STAR MICRONICS		
NB 24-10	Epson LQ-1000	EPSLQ800.PDV
NR-10	Epson FX	EPSONFX.PDV
NR-10	ProPrinter	IBMPRO.PDV
NX-1000	Epson LX-800	EPSONLX.PDV
NX-1000	ProPrinter	IBMPRO.PDV
NX-2400	Epson LQ-800	EPSLQ800.PDV
NX-2400	ProPrinter	IBMPRO.PDV
LaserPrinter 8	Epson EX	EPSONEX.PDV
LaserPrinter 8	LaserJet Plus	HPL2.PDV
XR-1500 MultiFont	Epson FX	EPSONFX.PDV
XR-1500 MultiFont	ProPrinter	IBMPRO.PDV
XB-2410 MultiFont	Epson LQ-1500	EPSLQ800.PDV
XB-2410 MultiFont	ProPrinter	IBMPRO.PDV

T

TALARIS		
1590-T	PostScript	POST.PDV, POST.INI *
1590-T	LaserJet II	HPL2.PDV
		* Install both drivers listed

TANDY		
LP-1000	LaserJet Plus	HPL2.PDV
LP-1000	ProPrinter	IBMPRO.PDV
DMP-300	ProPrinter X24	IBMX24.PDV
DMP-440	ProPrinter	IBMPRO.PDV
DMP-442	ProPrinter XL	IBMPRO2.PDV
DMP-2102	ProPrinter X24	IBMX24.PDV
DMP-2120	ProPrinter	IBMPRO.PDV

TEXAS INSTRUMENTS		
OmniLaser 2106	PostScript	POST.PDV, POST.INI *
		* Install both drivers listed

APPENDIX D: PRINTER DRIVERS

MANUFACTURER/ PRINTER	EMULATION/ CARTRIDGE	DRIVER NAME
TOSHIBA		
321	None	TOSH351.PDV
321SLC	None	TOSH351.PDV
351	None	TOSH351.PDV
351SX	None	TOSH351.PDV
1340	None	TOSH1340.PDV
PageLaser12	HP 500	HPL2.PDV
PageLaser12	Toshiba 351	TOSH351.PDV
PageLaser6	LaserJet II	HPL2.PDV
ExpressWriter 301	Epson LQ-1500	EPSLQ800.PDV
ExpressWriter 311	Epson LQ-1500	EPSLQ800.PDV
UNISYS		
AP 9206	LaserJet	HPL2.PDV
AP 9215-1	LaserJet	HPL2.PDV
AP 9230	LaserJet	HPL2.PDV
AP 9415	LaserJet	HPL2.PDV
AP 1324	Epson LQ-1500	EPSLQ800.PDV
AP 1327	Epson FX	EPSONFX.PDV
AP 1327	ProPrinter	IBMPRO.PDV
VARITYPER		
VT600P	PostScript	POST.PDV, POST.INI *
		* Install both drivers listed
OTHER		
Plain, use formfeeds	None	TTY.PDV
Plain, CRs only	None	TTYCR.PDV

U-V

Other

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